****

**SIKKIM UNIVERSITY**

**[A central university established by an Act of Parliament of India, 2007]**

**6th Mile, Samdur, P.O. Tadong, Gangtok-737102 SIKKIM**

**ESTABLISHMENT SECTION**

**Note: strike out whichever is not applicable**

**ATTESTATION FORM**

**IMPORTANT NOTE:**

**Paste a recent Passport Size**

**Photograph here**

1. The furnishing of false information or suppression of any factual information in the Attestation Form shall be a disqualification and is likely to render the candidate unfit for employment with the University.

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 which the Attestation Form has been sent earlier, as the case may be, failing which it will deemed to be a suppression of the 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 the notice of the university at any time during the service tenure of a person, her/his services shall be liable to be terminated without any notice or compensation in lieu thereof.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01. | Name in full (in Block Letters) with aliases, if any.  (Please indicate if you have added or dropped at any stage any part of your name or surname) | **SURNAME** | **MIDDLE NAME** | **FIRST NAME** |
|  |  |  |
| 02. | Present Address in full (i.e., Village, Thana and District, or House Number Lane /Street/ Road/Town & Pin Code) |  | | |
| 03. | (a) Home Address in full  (i.e., Village, Thana and District, or House Number/ Lane/Street/Road and town/Name of District Head Quarters & Pin Code)  (b) If originally a resident of Pakistan, the address in that country and the date of migration to India. |  | | |
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| 04. | Particulars of places (with periods of stay) 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 year, should be given). | | | |
| **FROM** | | **TO** | **Residential Address in full (i.e., Village, Thana and District, or House Number, Lane/Street/Road/Town & Pin Code** | **Name of District Head Quarters of the place mentioned in the preceding column** |
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| 05 [a] | **Name**  **(Please write the name in full with aliases, if any)** | **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** |
|  | Father |  |  |  |  |  |
|  |
|  | Mother |  |  |  |  |  |
|  |
|  | Wife/Husband |  |  |  |  |  |
|  |
|  | Brother(s) |  |  |  |  |  |
|  |
|  | Sister(s) |  |  |  |  |  |
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5 (b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

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| --- | --- | --- | --- | --- |
| **Name** | **Nationality (by birth &/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 column** |
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| 06. | Nationality: |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. | (a) | Date of birth  (in Christian era) | (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 belongs | (c) |
| 9. | (a) | \* Your Religion | (a) |
|  | (b) | Are you suffering from any disability? Indicate type if applicable. | (b) |
|  | (c) | \*Are you a member of Scheduled Caste/ Scheduled Tribe/OBC? Answer "Yes" or "No" and if the answer is "Yes" state the name thereof. | (c) |

**\* For statistical purposes only. PAGE 3 OF 10**

10 [a]. Educational [Academic] qualifications showing stages of education with years in school(s) and college(s) since 15th year of age.

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| --- | --- | --- | --- | --- |
| **ACADEMIC QUALIFICATIONS**  **[Exam. Passed]** | **DATE OF ENTERING** | **BOARD/UNIVERSITY/**  **INSTITUTION** | **%age OF MARKS**  **or**  **CGPA** | **CLASS/ DIVISION** |
| **DATE OF LEAVING** |
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10 [b]. Educational [Professional & Technical] qualifications:

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| --- | --- | --- | --- | --- |
| **ACADEMIC QUALIFICATIONS** | **YEAR OF PASSING** | **INSTITUTION** | **%age OF MARKS**  **or**  **CGPA** | **CLASS/ DIVISION** |
|  |  |  |  |  |
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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 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 till date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | | **Designation/ Post held** | **Organization/**  **Institution/Firm**  **[Name & Address]** | **Scale of Pay/Pay Band & Grade Pay** | **Reasons for leaving service** |
| **From** | **To** |
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| --- | --- | --- |
| 11. [b] | If previous employment was under Government of India/State Government/an Undertaking owned or controlled by the Govt. of India or a State Government/an Autonomous Body/ a University/a local body, did you leave service after giving a month’s/advance notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules? |  |
| 11. [c] | If you had left service on giving a month's/advance notice under Rule 5 of the Central Civil Service (Temporary Service) Rules 1949 or any similar corresponding rules, were any disciplinary proceedings framed against you, or had been called upon to explain your conduct for any matter at the time you gave notice or termination of service, or at a subsequent date, before your services were actually terminated. |  |

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| --- | --- | --- |
| 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 rusticated by any University or any other Educational Authority/Institution? | **Yes/ No** |
| h] | Have you ever been debarred/disqualified by any Public Service Commission from appearing at 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 Board/University or any other Educational Authority/Institution at the time of filling up this Attestation Form? | **Yes/ No** |
| k] | Has any complaint of Sexual harassment been lodged against you? | **Yes/ No** |
| l] | Have you ever been convicted in sexual harassment case? | **Yes/ No** |
| **If the answer to any or all of the above mentioned questions is ‘YES’ give full particulars [attach separate sheet(s)] of the case/arrest/detention/fine/conviction/sentence/punishment, etc, &/or the nature of the case pending in Court/University/Educational Authority, etc. at the time of filling up this form?**  ***Note:* (i) Please also see the “Important Note” at the top of this attestation form.**  **(ii) Specific answer 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. Please give their  full address & contact telephone  numbers for communication |  |
|  |

**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/Corporation.**

Date:

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

**(Full Signature of the Candidate)**

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**Paste a recent passport size**

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**ANNEXURE- A**

**IDENTITY CERTIFICATE**

Certificate to be signed by any of the following:-

|  |  |
| --- | --- |
|  | Gazetted Officers of Central or State Government; |
|  | Members of Parliament or State Legislature belonging to the Constituency where the candidates or his parent/guardian is ordinarily resided; |
|  | Sub-Divisional Magistrates/Officers or Block Development Officer |
|  | Tehsildars or Naib/Deputy Tehsildars authorized to exercise Magisterial power; |
|  | Principals and Head Masters of the recognized School/College/Institutions where the candidate studied last. |
|  | Officers of the Indian Embassy/Consulate General. |
|  | Post Masters |
|  | Panchayat Inspectors or Mukhiya of Gram panchayat |

Certified that I have known Shri/Smt./Kum./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Shri/Smt./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the last \_\_\_\_\_\_\_ years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by her/him are correct.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation/Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Place : \_\_\_\_\_\_\_\_\_\_ (Official Rubber Stamp)

**IN CASE YOU HAD BEEN ABROAD OR POSSESS A VALID PASSPORT, PLEASE FURNISH THE FOLLOWING PARTICULARS IN FULL:**

(a) Passport number: ..............................

(b) Date and Place of issue........................................................

(c) Name:..................................................................................................

(d) Place and date of birth........................................................................

(e) Father’s Name: ....................................................................................

(f) Home town: ..........................................................................................

*Note:* MentionItem numbers c, d, e, and f as described in the passport.

**Signature of the Candidate**

**[With Full Name]**

**Signature of Attesting Authority**

**Designation/Status and Address Seal**

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**ANNEXURE-B**

**DECLARATION**

*(To be furnished by the candidate who herself/himself has stayed/lived in foreign country/countries)*

I, Shri/Smt./Kum./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Shri/Smt./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Village/District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_

and having stayed/lived in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the country) at (name of place(s) with full address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby signify my consent that I have no objection to any of my personal information being disclosed by the appropriate authority in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of country).

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Candidate**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [With Full Name]**

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**ANNEXURE-C**

**DECLARATIONS AT THE TIME OF JOINING SIKKIM UNIVERSITY**

01. Shri/Smt/Kum/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares

as under:-

a) That I am unmarried/a widower/a widow.

b) That I am married and have only one living wife.

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 or more wife 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 of the Candidate**

**[With Full Name]**

**TO BE FILLED BY THE OFFICE**

Name, designation and address : Sikkim University

of the Appointing Authority 6th Mile, Samdur, P.O. Tadong,

Gangtok-737102, Sikkim

Post for which the candidate

is being considered :

Department:

School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Joining in the present post : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ANNEXURE-D**

**Original documents to be submitted by the Candidate at the time of joining for the purpose of submission/verification**

1. Certificate of proof of age - School Leaving Certificate/Matriculation or Secondary School Examination Certificate issued by recognized Central/State Boards of India or birth certificate duly issue by an authority.
2. Degrees awarded by University/Institutes for Academic, Professional and Technical Qualification(s).
3. Mark Statement of S.L.C./Intermediate/HSLC issued by recognized Central/State Boards of India.
4. Experience Certificate(s) clearly indicating the period for employment and capacity in which served/serving with the previous/present employer as indicated in the application form.
5. No Objection Certificate [NOC] from the previous/present employer, wherever relevant.
6. Relieving certificate from the previous/last employer, wherever relevant.
7. SC/ST/OBC Certificate if applicable.
8. Certificate of proof of citizenship, if applicable.
9. Certificate, if applicable, of the candidate’s monthly emoluments last drawn with the present/last employer.
10. Any of the following document:
11. Passport
12. Driving License
13. Income Tax Identity (PAN) Card
14. Election Commission Voters ID card
15. Ration Card
16. Service Identity Card issued to its employees by Central/State Government/PSU/PSE
17. Any other relevant certificate(s).
18. Duly filled-in enclosed Attestation Form.

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