

**WARNING**

**UNIVERSITY OF DELHI**

**ATTESTATION FORM FOR NON-TEACHING EMPLOYEES**

*Please affix a passport size photograph with your signature on top*

1. 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 University services.
2. If detained, convicted, debarred etc. subsequent to completion and submission of this form, the details should be communicated immediately to this office, otherwise it will be treated as 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 tenure of a person, his services would be liable to be terminated.

|    |  |                |             |
|----|--|----------------|-------------|
| 1. | Name in full (BLOCK CAPITALS) with aliases, if any. (Please indicate if you have added or dropped at any stage any part of your name or surname)   | <b>Surname</b> | <b>Name</b> |
| 2. | Present address in full (i.e. Village, Thana and District or House Number, Lane/ Street/ Road, Town and Pin Code)  |                |             |
| 3. | (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/ Street/ road, Town and Pin Code) and name of District Head-quarters.<br>(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union. |                |             |

4. Particulars of places (with periods of stay) where you have resided for more than one year at a time during the preceding 5 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 (Specific Date) | To (Specific Date) | Residential address in full (i.e. Village, Thana and Distt. OR House No. Lane/Street/Road and Town) | Name of District Head quarters of the place mentioned in the preceding Column |
|----------------------|--------------------|---|---|
|                      |                    |   |   |

5.

|   | Name & nationality (by birth or by domicile) | Place of birth | Occupational (if employed, give designation and official address) | Present postal address (if dead, give last address) | Permanent home address |
|---|--|----------------|---|---|------------------------|
| (i) Father (name in full with aliases, if any)<br>(ii) Mother<br>(iii) Wife/Husband<br>(iv) Brother(s)<br>(v) Sister(s) |  |                |   |   |                        |

5. (a) Information to be furnished 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 mentioned in previous column |
|------|---|----------------|--|---|
|      |   |                |  |   |

6. Nationality

7. (a) Date of birth

- (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  
 (b) Are you a member of Scheduled Cast/Scheduled Tribe/OBC? Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof.

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 |
|--|------------------|-----------------|--------------------|
|  |                  |                 |                    |

11. (a) Are you holding or have at 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 public undertaking or a private firm institution? If so, give full particulars with dates of employment, up-to-date.

| Period From To | Designation, emoluments and | Full name and address of employer | Reason for leaving previous service |
|----------------|-----------------------------|-----------------------------------|-------------------------------------|
|                |                             |                                   |                                     |

11. (a) if the previous employment was under the Government of India, a State Govt..an undertaking owned or controlled by the Govt. of India or a State Govt./an autonomous body/University/ Local body, did you leave service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules?

Yes/No

(b) Were any disciplinary proceedings framed against you, or you had been called upon to explain your conduct in any matter at the time you gave notice or termination of service, or at a subsequent date, before your services were actually terminated? Yes/No

- 12.(i) (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 for any offence Yes/No
- (f) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
- (g) Have you ever been debarred/disqualified by any Public Service Commission from appearing in any of its examinations/selections Yes/No
- (h) Is any case pending against you in any court of law at the time of filling up this Attestation Form? Yes/No
- (i) Is any case pending against you in any university or any other educational authority/institution at the time or filling up this Attestation Form? Yes/No
- (ii) If the answer to any of the above mentioned questions is 'yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment, etc, and/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 "Warning" 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 reference to whom you are known him complete address | (1) |
|  | (2) |

I certify that the foregoing information is correct and complete to the best of my knowledg belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Date.....

Signature of Candidate

Place.....

**IDENTITY CERTIFICATE**

*Certificate to be signed by anyone of the following:*

- i. Gazetted Officer of Central or State Government.
- ii. Member of Parliament or State Legislature belonging to the constituency where the candidate or his/her parent/guardian is originally residing.
- iii. Sub-Divisional Magistrate/Officer/Block Development Officer
- iv. Tehsildar or Naib/Deputy Tehsildar authorized to exercise magisterial powers.
- v. Principal of the both recognized school/institution where the candidate studied last.
- vi. Registrar/Dy Registrar/Assistant Registrar of University of Delhi.
- vii. Principal/Vice-Principal of Delhi University Colleges.
- viii. Office of the Indian Embassy/Consulate General.

Certified that I have known Shri/Smt./Kumari ..... Son/daughter of Shri.....for the last ..... years.....months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place.....

Signature.....

Date.....

Designation or status and address

**IN CASE YOU HAD BEEN ABROAD, PLEASE FURNISH THE FOLLOWING PARTICULARS IN FULL ABOUT YOUR PASSPORT**

- (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:* Item numbers c, d, e, and f as described in the passport.

Signature of Candidate  
Full Name

Signature of Attesting Authority  
Designation or status and address

Date .....

**DECLARATION**

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

I.....S/o D/o.....  
..... born on..... in  
village..... Pin.....  
District.....State..... 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)

Date.....

Signature of candidate.....

Full Name.....