**Documents/Certificates to be produced at the time of Reporting**

1. At the time of reporting, you are required to produce the following certificates/testimonials in original alongwith one attested photocopy of each:
   
   i) Matriculation/Higher Secondary Certificate in support of your date of birth;

   ii) All certificates and mark-sheets in support of your qualifications including proof of having passed the final examination of the course based on which your candidature has been considered by us;

   iii) Caste Certificate in the prescribed format issued by the District Authorities, if you belong to SC/ST/OBC(Non-Creamy Layer)/Physically Disabled/EWS category.

   iv) Six copies of your recent passport size photograph.

2. You are also required to bring the following documents complete in all respects at the time of reporting:

   i) Character certificate from a gazette officer of Central/State Government (Annexure-III);

   ii) Marriage declaration form (Annexure-IV)

   iii) Statement on relatives of foreign nationality/domicile (Annexure-V)

   iv) Declaration regarding relationship with any of the Directors of the Company (Annexure-VI)
Character Certificate Form

Certified that to the best of my knowledge and belief

Shri /Ms ..................................................................................................................

Son/daughter of Shri ..............................................................................................

bears a good character and that there is nothing against him/her which would disqualify him/her from employment.

Signature ............................................................................................................

Name ....................................................................................................................

Official seal. ...........................................................................................................

Date .......................................................................................................................  

*To be obtained from a gazetted officer of Central/State Government.

Marriage Declaration Form

I declare as under (tick mark clause applicable):

1. I am unmarried/a Widower/a widow.
2. I am married and have only one wife/husband living.
3. I am married and my husband has not other living wife, to the best of my knowledge.
4. I am married and have more than one wife living. Application for exemption is enclosed.
5. I am married to a person who has already one more wife living. Application for grant of exemption is enclosed.

I 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.

(Signature of the Candidate) ......................................................................................

Name ....................................................................................................................

Date .......................................................................................................................
### Statement of Relatives of Foreign Nationality/Domicile

1. Close relations who are nationals or are domiciled in other countries:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Present Address</th>
<th>Place of Birth</th>
<th>Occupation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mother</td>
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<tr>
<td>Wife/Husband</td>
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<tr>
<td>Son</td>
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<tr>
<td>Daughter</td>
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</tr>
<tr>
<td>Brother</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sister</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2. Close relations of foreign origin resident in INDIA

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Present Address</th>
<th>Place of Birth</th>
<th>Occupation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
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<tr>
<td>Mother</td>
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<td>Wife/Husband</td>
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<tr>
<td>Sister</td>
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</tr>
</tbody>
</table>

*If working in Govt. department or undertaking, indicate department, place of posting and date since when working.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

(Signature of the Candidate)

Date: ___________________________ Name: ___________________________

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**Note:**
1. Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.
2. Subsequent change, if any, in the above data should be reported to the head of office/department at the end of each year.
Annexure-VI

Form of Declaration Regarding Relationship with a Director of the Company
(SEC. 314.) of the Companies Act Read with SEC. 2(41) and SEC. 6

Meaning of "relative" (Sec. 2(41) and Sec. 6 of the Companies Act).
A person shall be deemed to be a relative of another if, and only if
a) They are members of Hindu undivided family; or
b) They are husband and wife; or
(c) The one is related to the other in the manner indicated in Schedule 1-A.

SCHEDULE 1-A
List of Relative

1. Father
2. Mother (including step-mother)
3. Son (including step-son)
4. Son's wife
5. Daughter (including step-daughter)
6. Father's father
7. Father's mother
8. Mother's mother
9. Mother's father
10. Son's son
11. Son's son's wife
12. Son's daughter
13. Son's daughter's husband
14. Daughter's husband
15. Daughter's son
16. Daughter's son's wife
17. Daughter's daughter
18. Daughter's daughter's husband
19. Brother (including step-brother)
20. Brother's wife
21. Sister (including step-sister)
22. Sister's husband

Explanation-By virtue of clause (c), the following persons will also be relatives:

Husband's father
Husband's mother
Wife's father's father
Husband's mother's mother
Wife's mother's father
Wife's mother

C-Declaration :

*(a) I declare that I am related to Shri ...............................................................Director
of the company ...........................................................................................(Give relationship).

*(b) I declare that I am not related to any of the Directors of the Company in any of the ways given above.
Post applied for .....................................................................................or
Offered......................................................................................................

*Strike out whichever is inapplicable.

.................................................................
(Signature of the Candidate)