

**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:

Name	Nationality	Present Address	Place of Birth	Occupation*
Father				
Mother				
Wife/Husband				
Son				
Daughter				
Brother				
Sister				

2. Close relations of foreign origin resident in INDIA

Name	Nationality	Present Address	Place of Birth	Occupation*
Father				
Mother				
Wife/Husband				
Son				
Daughter				
Brother				
Sister				

**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.....

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.

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

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

- | | |
|---------------------------|---------------------------|
| Husband's father | Husband's mother's father |
| Husband's mother | Husband's mother's mother |
| Wife's father's father | Wife's mother's father |
| Husband's father's mother | Husband's brother |
| Wife's father | Husband's sister |
| Wife's mother | Wife's brother |

C-Declaration :

- *(a) I declare that I am related to ShriDirector
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 foror
Offered.....

*Strike out whichever is inapplicable.

.....
(Signature of the Candidate)