

**GOVERNMENT OF RAJASTHAN  
DEPARTMENT OF PERSONNEL  
(A-Gr.II)**

No. F-1(5)DOP/A-2/17

Jaipur, dated- 19 5 MAY 2018

- 1.All Additional Chief Secretaries/  
Principal Secretaries/Secretaries/  
Special Secretaries to Government.
  
- 2.All Heads of Departments (including  
Divisional Commissioners and  
Distt. Collectors).

**CIRCULAR**

Sub : Verification of antecedents of the candidates prior to  
appointment in Government service.

The Government, vide its Circular No. F. 7(1)DOP/A-2/77 dated 31.08.1977 and Circular No. F. 2(22)karmik/ka-2/87 dated 11.10.1989 and 30.09.97 had requested all the Principal Secretaries/ Secretaries/ Special Secretaries/Deputy Secretaries to Govt. and all Heads of Departments, including Divisional Commissioners and District Collectors, that the provision regarding verification of Character and antecedents of the candidates before appointment should be strictly complied with.

A large numbers of officials are appointed in Government of Rajasthan through transparent selection process conducted by departments or recruiting agencies like RPSC and RSMSSB. Once, the list of successful candidates are recommended by these agencies under the existing provisions of respective recruitment rules, the appointing authorities undertake an exercise to ascertain character and the antecedents of the successful candidates before issuing the formal appointment order.

It is observed that the process of verification of character & antecedents often takes four to six months time, which results in undue delay in issue of appointment orders and consequent filling up of the post.

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In view of above, it has been decided that the condition of prior police verification will apply only to the services and posts under the Home Department. The verification of character & antecedents will be carried out, but the issue of appointment orders need not be withheld pending such verification for other services and posts. The appointing authorities will issue provisional appointment orders after obtaining the attestation form and self declaration from the candidate. The candidate will submit the details of attestation form along with the self-declaration as per annexure, certifying that all facts and details given in the form are correct.

In the provisional appointment order, it will be clearly mentioned that in case character & antecedents of the candidates is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment order will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.

The exercise of the verification of character & antecedents should be carried out within six months from the provisional appointment. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment will be confirmed.

If the verification report is not received within six months then following course of action will be taken :

- c) The appointing authority will refer the matter to SP/DCP of the concerned District asking to provide the verification report in three months.
- d) If the report is still not received, then the Home Department will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation of the provisional appointment is taken.

In case, any of the information submitted by the candidate is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment order forthwith. The candidate shall be rendered unfit for any government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of India Penal Code (IPC) etc. as deemed fit.

In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by Department of Personnel after a

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reference is submitted by administrative department giving full justification.

The above instructions supersedes all existing instructions in this regard. It is, therefore, enjoined upon all concerned to bring the contents of this Circular to the notice of all authorities under them for information and compliance. Cases disposed of before above instructions shall not be re-opened.

**Encl: As above**

(Bhaskar A. Sawant)  
Secretary to Government

Copy forwarded to the following for information and necessary action :-

1. Secretary to Governor.
2. Secretary (I/II) to CM.
3. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
4. Secretary, RPSC, Ajmer.
5. Secretary, RSMSSB, Jaipur.
6. Secretary, Rajasthan Legislative Assembly, Jaipur.
7. Secretary, Rajasthan Lokayukta Sachivalaya, Jaipur.
8. Secretary, Rajasthan Civil Services Appellate Tribunal, Jaipur.
9. Guard File.

Secretary to Government

20/2018

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**ATTESTATION FORM**

**"Warning"**

Affix signed passport size (5 cms. x 7 cms.)  
Approx. copy of recent photograph

1. The furnishing of false information or suppression of any the government factual information in the attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the government.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be a 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 of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals letters) with aliases, if any place indicate if you have added or dropped in any stage any part of your name of surname.	
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2.	Present address in full (i.e. village, Thana and District or House No. Lane/Street/ Road and Town)	
3.	(a) Permanent home address in full (i.e. village, Thana and District or House No. Lane/Street/ Road and Town have of District Headquarters)	
	(b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.	

4. Particulars of places (with period of residence) 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 :

From	To	Residential address in full (i.e. village, Thana and District or House No. Lane/Street/Road and Town)	Name of the District Headquarters of the place mentioned in the preceding column

5.	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address.)	Present postal address (if dead, give last Address)	Permanent Home Address
(i) Father						
(ii) Mother						
(iii) Wife/ Husband						
(iv) Brother(s)						
(v) Sister(s)						

5 (a) Information to be furnished with regard to sons and / or daughters 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/studying/livi ng with Full Address	Date from which Studying/Living in the country mentioned in the previous column

6. Aadhar Card No. :
7. Nationality :
8. (a) Date of Birth :
- (b) Present Age :
- (c) Age of matriculation :

9. (a) Place of Birth, District, and State in which situated :

(b) District and State to which you belong :

(c) District and State to which your father originally belong :

10. (a) Your religion :

(b) Are you a member of a SC/ST ? Answer Yes or No :

11. Educational qualification showing place of education with years in schools and colleges since 15 years of age :

Name of School/college with Full Address	Date of entering	Date of leaving	Examination passed

12.(a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or institution ? If so, give full particulars with dates of employment up to date

Period		Designation, emoluments & Nature of employment	Full Name/ address of employer	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India/State Govt./an undertaking owned or controlled by the Govt. of India or a State Govt. an Autonomous Body/University/Local Body.

If you had left service on giving notice as provided in relevant rules or were any disciplinary proceeding 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 service actually terminated ?

- 13.(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 ? 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 restricted by any University or any other educational authority/institution ? Yes/No
- (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection commission for any of 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 University or any other educational authority/institution at the time of filling up this Attestation Form ? Yes/No
- (k) Whether discharged/expelled/withdrawn from any training /institution under the Government of otherwise? Yes/No
- (ii) If the answer to any of the above mentioned question is "yes" (give full particulars of the case/arrest/detention/fine/conviction/punishment, etc. and/or the nature of the case pending in the Court/University/Educational Authority, etc. at the time of filling up this Attestation Form.

**NOTE:** i) Please also see the "Warning" at the top of this Attestation Form.  
 ii) Specific answers to each of the questions should be given by striking out "yes" or "no" as the case may be.

14. Name of two responsible persons of your locality or two references to whom you are known :

(1)	(2)

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.

**Signature of the Candidate**

**Place:**

**Date:**

**IDENTITY CERTIFICATE**  
**(Certificate to be signed by any of the following)**

- i      Gazetted Officer of Central Government or State Govt ;
- ii     Members of Parliament or State Legislative belonging to the constituency where the candidate or his parent/guardians ordinarily resident ;
- iii    Sub-Divisional Magistrate/Officers ;
- iv     Tehsildars or Naib Tehsildars authorized to exercise magisterial power ;
- v      Principal/Headmaster of the recognized School/College/Institution where the candidate studied last ;
- vi     Block Development Officer ;

Certified that I have known Shri/Smt./Kum.....  
.....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.

**Signature**  
**Designation or Status & Address**

**Place:**

**Date:**

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**TO BE FILLED BY OFFICE**

- i)      Name, Designation and Full Address of the appointment authority.
  
  
  
  
  
  
  
  
  
  
- ii)     Post for which the candidate is being considered.