

No. 7-2/2023-STG-II
Government of India
Ministry of Communications
Department of Telecommunications
Room No. 419, 4th floor, Sanchar Bhawan 20-Ashoka Road, New Delhi — 110001

Dated the 14th September, 2023

To

As per the List Enclosed

Subject: Offer of appointment to the post of Junior Telecom Officer (JTO) Group 'B' in the Department of Telecommunications on the basis of the results of Engineering Services Examination, 2022 (Reserve List)

Sir/Madam,

On the basis of the results of the Engineering Services Examination-2022 held by Union Public Service and allocation of candidates to various services/posts vide Recruitment Cell OM No. 02-01/2022-Rectt(ESE) dated 12.06.2023 & OM No. 03-02/2023-Rectt(ESE) dated 31.08.2023, Competent Authority is pleased to offer you the appointment to the post of Junior Telecom Officer [GCS Group 'B'; Gazetted post] in the Level 07 in the scale of pay of Rs 44900-142400 + allowances in pay matrix of 7th Central Pay Commission in the Department of Telecommunications, Ministry of Communications, New Delhi on **PROVISIONAL basis**.

2.1. You will be on probation for a period of two years from the date of appointment in the Service. The Competent Authority may extend the period of probation in accordance with the orders and instructions issued by the Government in this behalf from time to time. On your completion of the period of probation or an extension thereof, you shall, if considered fit for the service, be considered for confirmation.

2.2. If during the period of probation or any extension thereof, as the case may be, the Competent Authority is of the opinion that you are not fit for service, it may terminate you, or pass such orders as it may deem fit.

2.3. During the period of probation or any extension thereof, you are required to undergo such training and instructions and to pass such examination and tests as prescribed by the Competent Authority from time to time.

2.4. As regards matters relating to probation, if not covered by these rules, the members of the Service shall be governed by the instructions issued from time to time by Government in this regard.

3.1. The officers appointed to the Service shall be liable to serve anywhere in or outside India.

3.2.1 It may also be noted that on your appointment to the Service, if so required, you shall be liable to serve in any Defence Service or post connected with the Defence of India, for a period of not less than four years including the period spent on training, if any;

3.2.2 Provided that such officer,

(i) Shall not ordinarily be required to serve as aforesaid on expiry of ten years from the date of his/her appointment to this Service or from the date of his/ her joining prior to the initial constitution of the service;

(ii) Shall not ordinarily be required to serve as aforesaid if he/she has attained the age of forty (40) years.

4. It may be stated that 'NO' person —

(a) who has entered into or contracted a marriage with a person having a spouse living,

or

(b) who, having a spouse living, has entered into or contracted a marriage with any person - shall be eligible for appointment to the Service, provided that the Central Government / Competent Authority may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. In accordance with Ministry of Finance, Department of Economic Affairs Notification No.5/7/2003-ECB&PR dated 22.12.2003, new entrants to the Central Government service, who have joined on or after 01.01.2004 are covered for pension under the new restructured defined contribution pension system introduced by the Government of India vide OM No. 1(7)(2)/2003/TA/11 dated 07.01.2004 and No.1(7)(2)/2003/TA/67-74 dated 04.02.2004 and in accordance of which you will be required to furnish particulars as in the enclosed proforma, **Annexure-I.**

6. Your Candidature will be governed by the extant provisions of Recruitment Cell OM No. 02-01/2022-Rec(t)(ESE) dated 12.06.2023 and OM No. 03-02/2023-Rec(t)(ESE) dated 31.08.2023.

7. In respect of matters not specified above, you will be governed by the relevant rules and orders of the Government in force from time to time generally applicable to the officers of the Central Government.

8.1. If you accept the offer of appointment on the above terms and conditions of the Service, you shall submit 7 copies of duly filled in attestation form (in original), two copies of your recent passport size photographs & ID proof, along-with an acceptance letter to Director (Training), O/o Director General (National Telecommunications Institute for Policy Research, Innovation and Training), Department of Telecommunications, ALTTC Campus, Ghaziabad - 201001 (Uttar Pradesh) latest by 16.10.2023

8.2 While sending your letter of acceptance, it may please be stated whether you are serving or under the obligation to service under Central Government /State Government or a Public Authority and are under any bond obligation for the same.

8.3. You are hereby directed to report to Director (Training), O/o DG(NTIPRIT), Department of Telecommunications, ALTTC (Campus, Ghaziabad - 201001 (Uttar Pradesh) on **16.10.2023 positively without fail** for completion of joining formalities and for attending the induction training {**Contact details of Shri Ram Pratap Singh, Director (Training) - Tele No. 0120-2707370/ Mobile No. 9412739217**}.

8.4 Please note that no candidate will be allowed to join NTIPRIT after 7 days from the date of commencement of training in any case and in such case, the offer of appointment will be liable to be treated as cancelled.

8.5. A very comprehensive training is imparted to the candidates during the probation period of two years. As such, long leave will normally not be granted during the period except in most compelling circumstances.

8.6 It may also be noted that only single hostel accommodation is available at the training centre. You are, therefore, advised not to bring your family along with you.

8.7 Your joining and appointment thereof will further be subject to-

(a) The submission of a declaration in the form enclosed, Annexure-II, with regard to your marital status in terms of the conditions mentioned at Para 4 above.

(b) The furnishing of information in respect of close relatives in the enclosed proforma, Annexure-III. Any change in the particulars given in the proforma should be furnished at the end of each year.

(c) Taking of an oath of allegiance/faithfulness to the Constitution of India and making a solemn affirmation to the effect in the prescribed form, Annexure-IV.

(d) The classes/castes/tribe's certificates are being verified, through proper channels, and if the verification reveals that the claim to belong to Other Backward Classes/Scheduled Castes/Scheduled Tribes/EWS, as the case may be, is false, your services will be terminated forthwith without assigning any reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. If at any stage, it is found that any Certificate/Document/testimonial etc. including caste certificate, as furnished by the candidate and having a bearing on his/her eligibility is not in order, his/her appointment shall be cancelled forthwith without prejudice to any punitive action under the relevant rules.

(e) Verification of Character & Antecedents will be carried out (after receipt of attestation form) from the concerned District Authorities. If anything is found adverse against you on such verification, your services will be terminated forthwith without assigning any reasons.

8.8 You shall submit following duly filled-in documents to the reporting office at the time of your reporting for joining. Joining will not be accepted without furnishing of this information.

- i. Annexure-I (Nomination form);
- ii. Annexure-II (Declaration of Marital Status);
- iii. Annexure-III (Declaration of close relations);
- iv. Annexure-IV (Oath of Allegiance);

- v. Annexure-V (Statement of movable, immovable and valuable property return on first appointment)


[Subodh Kumar Jayaswal]
Under Secretary to the Government of India
Tele No. 011 2303 6282

Enclosures: Annexure- I, II, III, IV, V & Sample Attestation Forms

Copy to: -

1. Ms. Anuradha Ganesh, Under Secretary (Rectt.), Sanchar Bhawan, New Delhi- 110001 w.r.t. their OM No. 02-01/2022-Rectt(ESE) dated 12.06.2023 and OM No. 03-02/2023-Rectt(ESE) dated 31.08.2023.
2. Shri Ishwar Singh, Under Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
3. PSO to Secretary (T) /Member (Services) /Adviser (O), DoT, Sanchar Bhawan, New Delhi- 110001
4. DG, NTIPRIT, Ghaziabad.
5. DDG(Estt.)/DDG(IT), DoT HQ., Sanchar Bhawan, New Delhi- 110001
6. ADG (Training),O/o DG NTIPRIT, Ghaziabad, for:
 - i. Duly filled in Attestation forms may be forwarded to STG-II Section of DoT HQs.
 - ii. Duly filled-in, one copy each of Annexure-I, II, III, IV & V may be forwarded to STG-II Section of DoT HQs., after retaining one copy each of the same for placing in the respective Service Books.
 - iii. A report may also be forwarded to this office by last week of October 2023 in respect of such candidates who fail to report, for cancellation of their candidatures.
7. PA to US (STG) for uploading on DoT website.
8. Order Bundle.


[Subodh Kumar Jayaswal]
Under Secretary to the Government of India
Tele No. 011 2303 6282

List of candidates:

1.	Name- Shri Mridul Gupta Father Name- Shri Ram Parkash Gupta Correspondence Address- H. No. 178-B Ram Vihar, Old Janipur, Jammu Post Office- S.O. Janipur City- Jammu District – Jammu State- Jammu & Kashmir Pin Code: 180007 Contact No- 9962409206 Email address- mridulgupta011@gmail.com
2.	Name- Anjum Ara Father Name- Md. Ayub Correspondence Address- D1F4, Refinery Township City- Begusarai District – Begusarai State- Bihar Pin Code: 851117 Contact No- 8979860908 Email address- 111anjumara@gmail.com
3.	Name- Kapil Dalmiya Father Name- Bajrang Lal Dalmiya Correspondence Address- F-184, near Hanuman Mandir Post Office- Lado Sarai City- South Delhi District – South Delhi State- Delhi Pin Code: 110030 Contact No- 8396950050 Email address- kapildalmiya@gmail.com

To be filled in by the candidate in his own handwriting
No.F/1 /9 -R Roll No.

हाल ही के पासपोर्ट आकार (5 से.मी. x 7 से.मी.) के हस्ताक्षरित फोटो की प्रति चिपकाइए
Affix signed Passport size (5cm x 7cm approx.) copy of recent photograph

साक्ष्यांकन फार्म/ATTESTATION FORM
चेतावनी/WARNING

साक्ष्यांकन फार्म में झूठी सूचना देना या किसी तथ्य को छिपाना अनर्हता समझी जाएगी तथा उसके कारण उम्मीदवार को सरकारी नौकरी के लिए अयोग्य समझे जाने की संभावना है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. इस फार्म को भरने और भेजने के बाद यदि उम्मीदवार को नजरबन्द, गिरफ्तार किया जाता है, उस पर मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल संघ लोक सेवा आयोग को अथवा उस अधिकारी को यथास्थिति भेजी जानी चाहिये, जिसको पहले साक्ष्यांकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति के सेवाकाल में यह पता चलता है कि साक्ष्यांकन फार्म में झूठी सूचना दी गई है या किसी तथ्य को छिपाया गया है तो उसकी सेवाएं समाप्त की जा सकेंगी।

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.

	उपनाम/Surname	नाम /Name
1. पूरा नाम (साफ अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या घटाया है तो कृपया बताएं) Name in full (in Block, Capitals), with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname).		
2. वर्तमान पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली /सड़क/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)		
3. (क) घर का पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर और जिले के मुख्यालय का नाम।) (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter). (ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत संघ में प्रजनन की तारीख। (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(क) (a) (ख) (b)	

4. उन स्थानों का ब्यौरा (रहने की अवधियाँ सहित) जहाँ आप पिछले पांच वर्षों में एक वर्ष से अधिक समय तक रहे हों। यदि विदेशों (पाकिस्तान सहित) रहे हों तो उन स्थानों का ब्यौरा देना चाहिए जहाँ आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हों।

Particulars of places (with periods of residences) 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.

कब से From	कब तक To	निवास स्थानों के पूरे पते (अर्थात् ग्राम, थाना और जिला या मकान नं., गली /सड़क/मार्ग और नगर) Residential address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)	पिछले खाने में दिये गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters of the place mentioned in the preceding column

5. (क)
(a)

रिश्ता नाम Relation Name	राष्ट्रियता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म का स्थान Place of birth	व्यवसाय (यदि सेवा में हो तो पूरा पदनाम और कार्यालय का पूरा पता दिया जाये) Occupation (if employed give full designation & Official address)	वर्तमान डाक का पता (यदि मृतक हो तो पिछला पता) Present Postal address (if dead give last address)	घर का स्थाई पता Permanent Home address
(i) पिता (पूरा नाम, उपनामों सहित यदि कोई हो) Father (Name in full aliases, if any)					
(ii) माता Mother					
(iii) पत्नी/पति Wife/Husband					
(iv) भाई Brother(s)					
(v) बहनें Sister(s)					

(ख) विदेश में पढ़ रहे/रह रहे पुत्र/पुत्रों और/या पुत्री/पुत्रियों के मामले में प्रस्तुत की जाने वाली सूचना।

(b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

नाम Name	राष्ट्रियता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म का स्थान Place of birth	देश का नाम जहाँ पढ़ रहे/रह रहे हैं पूरा पता Country in which studying/ living with full address	पिछले कालम में दिये गये देश में जिस तारीख से पढ़/रहे हैं Date from which studying/living in the country mention in previous column

6. राष्ट्रीयता
Nationality
7. (क) जन्म की तारीख (ईस्वी संवत् में) (क)
(a) Date of birth (in Christian era) (a)
(ख) वर्तमान आयु (ख)
(b) Present Age (b)
(ग) मैट्रिक के समय आयु (ग)
(c) Age at matriculation (c)
8. (क) जन्म स्थान, जिला और राज्य जिसमें यह स्थित है (क)
(a) Place of birth, District and State in which situated (a)
(ख) आप किस जिले और राज्य के हैं (ख)
(b) District and State to which you belong (b)
(ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (ग)
(c) District and State to which your father originally belongs (c)
9. (क) आपका धर्म (क)
(a) Your religion (a)
(ख) क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ी जाति के हैं? उत्तर हाँ या नहीं के रूप में दें। (ख)
(b) Are you a member of a Scheduled Caste/Scheduled Tribe/OBC? Answer 'Yes or No' (b)

10. 15 वर्ष की आयु से किन्-किन स्कूलों और कालेजों में और किन्-किन वर्षों में शिक्षा प्राप्त की उसके स्थानों को वर्षों के साथ दिखाते हुए शिक्षा संबंधी योग्यताएं।

Educational qualification showing places of education with years in Schools and Colleges since 15th year of age:

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केन्द्रीय या राज्य सरकार या अर्ध-सरकारी या स्थायीवत् सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम या किसी गैर सरकारी उपक्रम या संस्था के अन्तर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हाँ, तो नियुक्ति की तारीख सहित पूर्ण विवरण दें।

(a) Are you holding or have 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 a public undertaking or a private firm or institution? If so, give full particulars with dates of employments up-to-dates:

अवधि Period		पद, परिलब्धियाँ तथा रोजगार का स्वरूप Designation, emoluments and nature of employment	नियुक्ति का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To			

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वामित्व या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्थानीय निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवार्थ (अस्थाई सेवा) नियम, 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महीने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपकी सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा के वास्तव में समाप्त होने से पहले तक आपसे किसी मामले में आपके आचरण के लिए स्पष्टीकरण मांगा गया था?

(b) If the previous employment was under the Government of India/State Government/an Undertaking owned or controlled by the Govt. of India or a State Government/Autonomous body/University/local body. If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings 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 services actually terminated?

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हाँ/नहीं
Yes/No
- (ख) क्या आप पर कभी मुकदमा चला है? (b) Have you ever been prosecuted? हाँ/नहीं
Yes/No
- (ग) क्या आप कभी नजरबंद रखे गये? (c) Have you ever been kept under detention? हाँ/नहीं
Yes/No
- (घ) क्या आप कभी बंदी बनाये गये? (d) Have you ever been bound down? हाँ/नहीं
Yes/No
- (ङ.) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (e) Have you ever been fined by a Court of Law? हाँ/नहीं
Yes/No
- (च) क्या आप कभी किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? (f) Have you ever been convicted by a Court of Law for any offence? हाँ/नहीं
Yes/No
- (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विश्वविद्यालय या किसी अन्य जिलाधिकरण/संस्था द्वारा निकाले गये? (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? हाँ/नहीं
Yes/No
- (ज) क्या आप कभी किसी लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/अयोग्य ठहराए गए हैं? (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination /selection? हाँ/नहीं
Yes/No
- (झ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है? (i) If any case pending against you in any court of law at the time of filling up this Attestation Form? हाँ/नहीं
Yes/No
- (ञ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी शैक्षिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला चल रहा है? (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? हाँ/नहीं
Yes/No
- (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान से कार्यमुक्त/निष्कासित/प्रत्याहृत किया गया अथवा अन्यथा हैं? (k) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise? हाँ/नहीं
Yes/No
- (ठ) उपरोक्त किसी भी प्रश्न का उत्तर यदि हाँ में हो तो मामला गिरफ्तार/नजरबन्द/जुर्माना/अपराधी/कारावास/सजा आदि के होने और/या इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षिक प्राधिकरण/संस्था में चल रहे मुकदमों के मामले के संबंध में ब्योरा दीजिए। (l) If the answer to any of the above mentioned question is 'Yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.
- टिप्पणी: (1) कृपया इसका साक्ष्यांकन फार्म के ऊपर दी गई 'चेतावनी' को भी देखिए।
Note: Please also see the "Warning" at the top of this Attestation Form.
(2) यथास्थिति "हाँ" या "नहीं" को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए।
Specific answer to each of the question should be given by striking out "Yes" or "No" as the case may be.

13. अपने इलाके के दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम दीजिए जो आपको जानते हों। 1.
Name of two responsible persons of your locality or two referees to whom you are known. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहां तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसी किसी स्थिति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरी के लिए योग्य न हो सकूँ।

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.

उम्मीदवार के हस्ताक्षर.....
Signature of Candidate.....

तारीख.....
Date
स्थान.....
Place

Annexure-I

[Details to be furnished by the Government Servant]

1. Name of the Government Servant :
(In Block Letters)
2. Designation :
3. Name of the Ministry / Department / :
Organization
4. Scale of Pay :
5. Date of Birth :
6. Date of Joining Government Service :
7. Basic Pay :
8. Nominee for accumulations under :
Pension Account

Sl. No.	Name of the Nominee(s)	Age (Date of Birth)	Percentage of share payable	Relationship with the Government Servant

To :

Signature of Government Servant

D.D.O.

Annexure-II

**DECLARATION TO BE OBTAINED FROM NEW ENTRANTS
TO GOVERNMENT SERVICE**

Shri/Shrimati/Kumari _____

declare as under :-

1. That I am unmarried / a widower / a widow.
2. That I am married and have only one spouse living.
3. That I have entered into or contracted a marriage with a Person having a spouse living. Application for grant of exemption is enclosed.
4. That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

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.

Dated at Ghaziabad _____

Signature of the Govt. Servant

Note : Please strike-off clause/clauses not applicable.

Annexure – III

Form to be filled by Government Employee(s) on first Appointment

Sl. No.	Close relations who are foreign nationals or are domiciled in other countries	Name	Nationality	Present Address	Place of Birth	Occupation
1.	Father					
2.	Mother					
3.	Wife/Husband					
4.	Son(s)					
5.	Daughter(s)					
6.	Brother(s)					
7.	Sisters					

2. Details of close relations who are resident of India/Indian Origin in Public Service (give full particulars regarding designation of the post held, name of department/office etc., where employed and the date of such employment) :-

(a).	Father	:	
(b).	Mother	:	
(c).	Wife/Husband	:	
(d).	Son(s)	:	
(e).	Daughter(s)	:	
(f).	Brother(s)	:	
(g).	Sister(s)	:	

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

Signature _____

Designation _____

Date _____

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 changes, if any in the above data should be reported to the Head of office/department, at the end of each year.

Annexure-IV

OATH OF ALLEGIANCE

I _____ do
swear / solemnly affirm that I will be faithful and bear true allegiance to India
and to the Constitution of India as by law established and that I will carry out the
duties of my office loyally, honestly and with impartiality.

So, help me God.

Date :

Place :

Signature of concerned Officer _____

Name in capital letters _____

RULE 18. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

THE SCHEDULE

[See Rule 18 (1)]

Return of Assets and Liabilities on First Appointment on the 31st December, 20 .

1. Name of the Government servant in full.....
(in block letters)

2. Service to which he belongs.....

3. Total length of service upto date.....

(i) in non-gazetted rank.

(ii) in gazetted rank.

4. Present post held and place of posting.....

5. Total annual income from all sources during the Calendar year immediately proceeding the 1st day of January 20 .

6. Declaration -

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on.....to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of rule 18 of the Central Services (Conduct) Rules, 1964.

Date.....

Signature.....

Note 1. This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

Note 2. If a Government servant is a member of Hindu Undivided Family with coparcenaries rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

FORM NO. 1

Statement of immovable property on first appointment as on the 31st December, 20 .

(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction prescribed authority if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Date

Signature

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note (2) In Column 10 should be shown -

(a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;

(b) where it has been acquired by lease, the total annual rent thereof also; and

(c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. III

Statement of movable property on first appointment as on the 31st December, 20 .

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date

Signature

Note 1. In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles; (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1,000 (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lumpsum.

Note 2: In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3: In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM NO. IV

Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31st December, 20 .

Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured date of maturity	Amount of annual premium	Type of Provident Funds / GPF / CPF, (Insurance Policies) account No.	Closing balance as last reported by the Audit / Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

Date

Signature

FORM NO. V

Statement of Debts and Other Liabilities on First Appointment as on 31st December, 20 .

Sl. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date

Signature

Note 1. Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.

Note 2. In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

Note 3. The term "emoluments" means pay and allowances received by the Government servant.

Note 4. The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[Cab. Sectt. DP&AR O.M. No. 25/7/65-Ests. (A) dated 6th January, 1973]