# राजस्थान सरकार
## निदेशालय कोष एवं लेखा, राजस्थान जयपुर
वित्त भवन, ए–ब्लॉक, ज्योति नगर जनपथ, जयपुर–302005

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क्रमांक:– एफ.4(ई)(1)(6)/अनु.नियुक्ति/2024–25/अलेसे–III/1393 दिनांक :– 22/11/2024

**सुश्री नरगिस बानो पुत्री शहीद श्री भंवरू खान**
**खारिया पोस्ट बेरीछोटी, तहसील–डीडवाना,**
**जिला– डीडवाना–कुचामन।**

**विषय:–** कनिष्ठ लेखाकार के पद पर अनुकम्पात्मक नियुक्ति हेतु प्रमाण–पत्रों की जांच एवं चरित्र सत्यापन करवाने बाबत्।

उपरोक्त विषयान्तर्गत लेख है कि आपको कनिष्ठ लेखाकार के पद पर अनुकम्पात्मक नियुक्ति देने हेतु प्रकरण इस विभाग में प्राप्त हुआ है। इस संबंध में नियुक्ति आदेश जारी करने से पूर्व निम्न कार्यवाही वांछित है:–

1. आपके फॉर्म में अंकित तथ्यों का मूल प्रमाण पत्रों से सत्यापन।
2. आपके चरित्र एवं पूर्ववृत्त का जिला पुलिस अधीक्षक कार्यालय से सत्यापन।

इस पत्र के साथ चरित्र एवं पूर्ववृत्त सत्यापन करवाने संबंधी प्रपत्र **(अटेस्टेशन फॉर्म)** की प्रति संलग्न कर भिजवाई जा रही है, जिनकी सम्पूर्ण पूर्ति कर, संलग्न सूची अनुसार समस्त मूल प्रमाण पत्रों/दस्तावेजों के साथ **दिनांक** 29/11/24 को कार्यालय समय में **निदेशालय कोष एवं लेखा विभाग, ब्लॉक–ए कमरा नं. 310–ए वित्त भवन, जनपथ जयपुर** में उपस्थित होकर प्रस्तुत करें, ताकि आपकी नियुक्ति संबंधी अग्रिम कार्यवाही की जा सके। उक्त कार्य हेतु उपस्थित होने के लिए आपको कोई यात्रा भत्ता आदि देय नहीं होगा।

**संलग्न:–** उपरोक्तानुसार

(के.जी. गुप्ता)
**अतिरिक्त निदेशक (कार्मिक)**

क्रमांक:– एफ.4(ई)(1)(6)/अनु.नियुक्ति/2024–25/अलेसे–III/1393 दिनांक :– 22/11/2024

**प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:–**

1. जिला कलक्टर, डीडवाना–कुचामन।
2. निदेशक, सैनिक कल्याण विभाग, कमरा नं. 7225, खाद्य भवन–द्वितीय मंजिल शासन सचिवालय, जयपुर।
3. जिला सैनिक कल्याण अधिकारी, डीडवाना–कुचामन।
4. निजी सचिव, निदेशक एवं पदेन संयुक्त शासन सचिव।
5. उपनिदेशक (एसीपी) को विभागीय वेबसाईट पर अपलोड करने हेतु।

**अतिरिक्त निदेशक (कार्मिक)**

F:\D.V. LETTER.DOCX33

## वांछित प्रमाण–पत्र / स्वघोषणा पत्र

| | |
|---|---|
| 1. | अभ्यर्थी के शैक्षणिक योग्यता के मूल दस्तावेज। |
| 2. | जन्म तिथि के सत्यापन हेतु सैकण्डरी अंकतालिका / प्रमाण पत्र (मूल) |
| 3. | दहेज नहीं लेने संबंधी स्वघोषणा पत्र। |
| 4. | **विवाह होने की स्थिति में:–**<br>1. मूल विवाह प्रमाण पत्र।<br>2. दो से अधिक संतान नहीं होने का स्वघोषणा पत्र।<br>3. जीवित संतान के जन्म प्रमाण पत्र। |
| 5. | **R.S.C.I.T** कोर्स का मूल प्रमाण पत्र। |
| 6. | मूल निवास प्रमाण पत्र (मूल) |
| 7. | जाति प्रमाण पत्र (मूल) |
| 8. | यदि विकलांग हो तो विकलांग प्रमाण पत्र । |
| 9. | अटेस्टेशन फॉर्म (पाँच प्रातियों में)। |
| 10. | धूम्रपान तथा मद्यपान नहीं करने एवं गुटखा नही खाने का स्व. घोषणा–पत्र। |
| 11. | आधार कार्ड। |
| 12. | चरित्र प्रमाण–पत्र (दो) |
| 13. | अन्तिम शिक्षण संस्थान के संस्था प्रमुख द्वारा जारी चरित्र प्रमाण–पत्र। |
| 14. | कार्मिक (क–2) विभाग के परिपत्र क्रमांक प.7(13) कार्मिक / क–2 / 23 दिनांक 11.05.2023 के अनुसरण में शपथ–पत्र |
| 15. | बेटल केजुअल्टी / फिजीकल केजुअल्टी प्रमाण–पत्र एवं शहीद का सेना सम्बन्धित रिकॉर्ड (मूल)। |
| 16. | आवेदन पत्र के साथ संलग्न समस्त शपथ–पत्र मूल। |

17 दस्तावेजों के कूटरचित रद्दी होने के सम्बन्ध में शपथपत्र

18 शहीद सैनिक के आश्रितों का सहमति पत्र संलग्न प्रारूप में मय फोटो।

# ATTESTATION FORM

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

## "Warning"

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, falling 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. | |

| | | |
|---|---|---|
| 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<br>(ii) Mother<br>(iii)Wife/ Husband<br>(iv) Brother(s)<br>(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/living 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 |
|---|---|---|---|
| | | | |
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| | | | |
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| | |
|---|---|
| 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.

## अनापत्ति प्रमाण–पत्र

मैं ..... पत्नी / पुत्र / पुत्री / पिता / माता श्री .....

उम्र ..... निवासी .....

सशपथ बयान करता हूँ / करती हूँ कि मेरे पिता / पति के शहीद हो जाने के कारण शहीद आश्रित कोटा में उनके स्थान मेरे पुत्र / भाई / बहिन श्री ..... ..... को कनिष्ठ लेखाकार के पद पर अनुकम्पा नियुक्ति दी जाती है, तो मुझे कोई आपत्ति नहीं है तथा मैं इसके विरूद्ध भविष्य में कोई दावा प्रस्तुत नहीं करूगां / करूगी।

हस्थाक्षर शपथ ग्रहिता

गवाह :–

1.

( नाम, मोबाईल नं.)

2.

( नाम, मोबाईल नं.)