

## ANNEXURE 1

The appointing authority shall obtain the attestation form duly filled up by the candidate himself/ herself before permitting him/her to join duty.

(See note (2) under Rule 10 (b)(ii) of Kerala State & Subordinate rules 1958)

Affix here recent  
passport size photo  
of the candidate

(Appointing Authority Competent Officer  
should attest the photograph)

### WARNING

1. Furnishing of false information or suppression of any factual information in the attestation form will lead of disqualification of the candidate from employment under the Government or in any other institutions under the control of the Government.
2. If detailed, convicted, debarred etc. Subsequent to the submission of the filled up attestation form, the details should be communicated immediately to the Kerala Public Service Commission or the appointing authority failing which it will be deemed to be suppression of factual information.
3. If the fact that any 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 service would be liable to be terminated.

1. Name in full ( in Block Letters) :
2. Father's/ Mother's Name :
3. Religion/ Caste and Community :
4. Date of Birth :
5. Place of Birth, District, State :
6. (a) Present Address (Showing  
House No, Name, Lane/ Street  
Post Office, District, State :

(b) Name of the Police Station :

7. (a) Permanent address of the candidate (Showing House No, Name, Lane/ Street, Post Office District, State) :

(b) Name of the Police Station :

8. Particulars of places where the candidates has resided elsewhere for more than six months at a time during the proceeding three years ( with period of stay) :

9. Details of Educational Qualifications from 10<sup>th</sup> Standard onwards

Name of School/ College with full Address	Date of Admission	Date of Leaving	Examination Passed

10. Details of Previous employment if any :

11.(a) Have you ever been debarred from appointment or dismissed or removed from the service of State Government or Central Government or from any quasi Government institution or any Government owned company or corporation or Local self Government Institutions ? :

(b) If the answer is "Yes" give details :

12. (a) Have you ever deserted any Post while in service of any Government or Corporation or Government owned Companies or Board : Yes / No
- (b) If the answer is "Yes" give details : Yes/ No
13. (a) Have you ever been debarred from appearing for public Examination by department of education or any university. : Yes/No
- (b) If the answer is " Yes" give details :
14. (a) Have you ever been debarred by the Union/State Public Service Commission :  
: :
- (b) If the answer is "Yes" give details :  
: :
15. (a) Have you ever been convicted for any Offence by a court of Law? :  
: :
- (b) If the answer is "Yes" give details :  
: :
16. (a) is there any case pending against You in any Police Station : Yes/ No
- (b) If the answer is "Yes" give details, like Crime No, Name of Police Station etc: :
17. (a) is there any case pending against You in any Criminal Court ? : Yes/ No
- (b) If the answer is "Yes" give details, like Case No, Name of Court etc :  
: :
18. (a) Name of the authority that made the advice (Eg. Kerala Public Service Commission, Employment Exchange etc):
- (b) Number and date of the advice
19. (a) Name and address of the appointing Authority :  
: :
- (b) Details of the appointment Order :  
: :
- (c) Date of joining :  
: :

**DECLARATION**

I hereby declare that the foregoing information is true and complete and that I am not aware of any facts that may disqualify me from entering in the Government Service or in any other institutions under the control of the Government.

Place: \_\_\_\_\_ Signature of the Candidate  
Date: \_\_\_\_\_

Certified that the attestation form has been filled up by the candidate before me and that it has been verified and found that the candidate has answered and questions in the attestation form.

Place: \_\_\_\_\_ Signature, Name and Designation of the  
Date: \_\_\_\_\_ Appointing authority/competent Officer

**(For Office use)**

Report of the Verifying Officer ( Not below the rank of Head Constable)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature & Designation of the Verifying Officer

## PERSONAL MEMORANDUM

1. Name of Employee

Photo of the employee  
(to be countersigned by  
the Appointing

2. Name of Post & Department :

3. Father's/ Mother's Name :

4. Date of Birth in figures  
in words :

5. Religion/Caste/Community :

6. Sex :

7. Permanent address with  
Telephone number if any :

8. Aadhaar Number/National  
Population register (NPR)  
Number :

9. Personal mark of identification : (1)  
(2)

10. Specimen signature of the  
employee :

11. Thumb impression of the  
employee :

Place:

Date:

Signature and designation of the  
Appointing Authority

**(Office Seal)**