



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR-16C, DWARKA, NEW DELHI-110075

ATTESTATION FORM

WARNING

The furnishing of false information or suppression of any factual information in the attestation form would be a disqualification and likely to render the candidate unfit for employment under the Government. If the fact that false information has been furnished or there has been suppression of any factual information in the attestation form comes to the notice at any time during the service of a person, his/her services would be liable to be terminated.

Affix the photograph

1. Name in full (in block letters) with aliases, if any. (Please indicate if you have added or dropped, at any stage, any part of your name or surname).
2. Present address in full, i.e. village, Thane & District or House Number, Lane/ Street/ Road and Town.
3. A. Home address in full, i.e. village, Thana/District or House Number, Lane/ Street/Road and Town and name of the District Headquarters.  
B. If originally a resident of 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 six years :-

From	To	Residential address in Distt. Full i.e. Village, Thana, Distt. or House Number, Lane/Street/Road and Town	Name of the District Hqrs. of the place mentioned in the preceding column.
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- 5. (a) Father's name in full with aliases, if any :
- (b) Present postal address, if dead, give last address :
- (c) Permanent Home Address :
- (d) Profession :
- (e) If in Service, give designation : and official address :

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- 6. Nationality of :
  - (a) Father :
  - (b) Mother :
  - (c) Wife / Husband :
  - (d) Place of Birth of Husband/ Wife :

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- 7. (a) Exact Date of Birth :
  - (b) Present Age :
  - (c) Age at Matriculation :

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- 8. (a) Place of Birth :
  - (b) District and State in which situated :
  - (c) District and State to which you belong :

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- 9. (a) Your Religion :
  - (b) Are you a member of SC/ST : Answer Yes or No and if the answer is Yes, to state the name thereof :

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10. Details of family members including brothers/sisters.

S. N.	Name	DOB and Age	Relationship	Occupation	Monthly income	Remarks
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11. Educational Qualifications showing the places of Education with years in Schools and College since 16<sup>th</sup> Years of Age

Name of School/College with full address	Date of entering	Date of leaving	Examination passed
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12. If you have at any time been employed, give details :

Designation of post name/ or description of work	Period		Full address of the office/ firm/organization.
	From-----	To	
1	2	3	4

13. Have you ever been prosecuted or kept under detention or bound down/fined, convinced by a court of law for any offence? If any case is pending against you in any court of law at the time of filling up this attestation form? If answer is 'Yes', full particulars of the case, detention, fine conviction, sentence, etc. should be given.

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

1. Name	Address
2. Name	Address

DECLARATION

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 the Government.

Date :

Place :

Signature : \_\_\_\_\_

Name of employee : \_\_\_\_\_

Designation : \_\_\_\_\_

Branch/School : \_\_\_\_\_

Full address with Mobile No. : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

'IDENTITY CERTIFICATE'  
(Certificate to be signed by any one of following)

1. Gazetted officers of Central or State Govt.
2. Member of parliament or State Legislature
3. Non- Gazetted Sub-Divisional Magistrate/Officer.
4. Tehsildar or Naib/Deputy Tehsildars authorized to exercise Magisterial powers.

Certify that I have known Sh./ Smt./ Km.....  
Son/Daughter/Wife of Shri.....for the  
last ..... years and .....months and  
that to the best of my knowledge and belief, the particulars furnished by him/her are correct.

Place :

Signature.....

Date :

Designation.....

Address.....  
.....  
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TO BE FILLED IN BY THE OFFICE

1. Name, designation and full address of the appointing authority
2. Post for which the candidate is being considered.

WARNING

1. All answers must be given in words and not by dashes or dots.
2. Do not leave any column/Sub-column unanswered.
3. Do not forget to give full and complete information in Col. 3(B) if applicable in your case otherwise state 'NOT APPLICABLE'
4. In column 1 and 5(a) give full names (with expanded initials).
5. Column 4 is applicable to all individuals. The information required must cover the period of five years. The information called for therein cannot be 'NIL' Not applicable in any case.
6. In column 11, furnish full and complete details, if applicable.
7. In column 12, there are 3 questions, which must be answered separately. Answer must be either 'Yes' or 'No', do not say 'Not Applicable'.
8. Identity Certificate appended on page 3 will not be accepted if signed by the authorities other than that as mentioned in the S. No. 1 to 4.
9. Do not forget to append your signatures at the appropriate place after Column 13.
10. Please ensure that the Officer signing the Identity Certificate has indicated therein the period for which he knows you.
11. All entries must be checked to ensure that the Attestation Form has been completed in all respects. Incomplete forms have to be returned to candidates again which entries entails delay and unnecessary correspondence.