



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA

संयुक्त सचिव
Joint Secretary



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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अर्धशासकीय पत्र संख्या: 4-28(38)/2006-मा.सं.-II
DO Letter No. 4-28(38)/2006-HR-II
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विषय: विभिन्न पदों के लिये चयनित अभ्यर्थियों का इंटेलिजेंस ब्यूरो के माध्यम से चरित्र व पूर्ववृत्त का सत्यापन कराने के सम्बंध में।

Sub: - Verification of character and antecedents of the candidates selected for various posts through Intelligence Bureau - reg.

महोदया/महोदय,
Madam/Sir,

यह संज्ञान में आया है कि सीएसआईआर के प्रयोगशालाओं/संस्थानों द्वारा अपने यहाँ वैज्ञानिकों/तकनीकी अभ्यर्थियों के नियुक्ति पूर्व चरित्र व पूर्ववृत्त का सत्यापन इंटेलिजेंस ब्यूरो के माध्यम से कराने हेतु मुख्यालय को जो दस्तावेज भेजे जाते हैं, उनमें प्रयोगशाला/संस्थान स्तर पर दस्तावेजों की अच्छी तरह से जाँच नहीं किये जाने के कारण निम्नलिखित कमियाँ पायी जाती है:-

It has come to notice that the documents sent by CSIR's laboratories/institutions to the headquarters for verification of the character and antecedents of their scientists/technical candidates before their appointment through the Intelligence Bureau, due to not being properly scrutinized at the laboratory/institution level, following deficiencies are found in the documents: -

1. Attestation Form में अभ्यर्थी के हस्ताक्षर फोटो पर या फोटो के साथ दिये गए जगह पर नहीं होना; Candidate's signature across the photograph or at given space under photograph is not provided in the Attestation Form;
2. Attestation Form को सही तरीके से (विशेषकर बिन्दु सं. 6) नहीं भरा जाना; Attestation Form (especially point no. 6) not being filled correctly.
3. पहचान प्रमाणपत्र का सही तरीके से नहीं भरा जाना एवं मूल रूप में प्रस्तुत नहीं करना; Identity certificate not being filled correctly and not being provided in original.
4. अभ्यर्थी की लिखित सहमति सही तरीके से नहीं भरा जाना एवं मूल रूप में प्रस्तुत नहीं करना; Written Consent of the candidate not being filled correctly and not being provided in original.
5. विदेश प्रवास के दौरान के समस्त पासपोर्ट की कॉपी उपलब्ध नहीं कराना. Not providing copies of all passports during stay abroad.

Contd/-

6. पहचान प्रमाण पत्र के कार्यालय द्वारा भरा जाना कॉलम को निदेशक द्वारा हस्ताक्षरित न किया जाना । To be filled by office column of Identity Certificate not signed by the Director.

उपरोक्त कमियों को पूरा करने हेतु मुख्यालय द्वारा प्रयोगशालाओं/संस्थानों को दस्तावेज वापस भेजे जाते हैं जिससे अनावश्यक समय व्यतीत होता है और अभ्यर्थियों की ज्वाइनिंग में देरी होती है।

To rectify the above deficiencies, the documents are sent back to the laboratories/institutions by the Headquarters, which leads to avoidable delays in joining of the candidates.

अतः समस्त प्रयोगशालाओं/संस्थानों से अनुरोध है कि वे अपने संस्थान में चयनित अभ्यर्थियों के Verification of Character and antecedents (Attestation Forms) अपने स्तर पर अच्छी तरह से जाँच कर उपरोक्त कमियों के बिना मुख्यालय को उचित/सही दस्तावेजों सहित प्रेषित करना सुनिश्चित करें ताकि अभ्यर्थियों के चरित्र व पूर्ववृत्त के सत्यापन के मामले शीघ्रातिशीघ्र इंटेलिजेंस ब्यूरो को उचित कार्रवाई हेतु भेजे जा सकें। आपके त्वरित संदर्भ के लिए सत्यापन प्रपत्र & पहचान प्रमाण पत्र फ़ार्म संलग्न है।

Therefore, all the laboratories/institutions are requested to thoroughly check and verify the Character and Antecedents forms (Attestation Forms) of the selected candidates in their institutions at their level and ensure that they are sent to the Headquarters without above deficiencies along with appropriate/correct documents so that the cases of verification of character and antecedents of the candidates can be sent to the Intelligence Bureau as soon as possible for appropriate action. Attestation & Identity certificate forms are attached herewith for your ready reference.

सादर / Regards,

आपका/Yours,

(महेन्द्र कुमार गुप्ता/Mahendra Kumar Gupta) 6/2/25

सीएसआईआर की समस्त प्रयोगशालाओं/संस्थानों/एककों के निदेशक/प्रमुख।
Directors/Heads of all CSIR Laboratories/Institutes/Units.



CSIR- Name of Lab
(Council of Scientific & Industrial Research)
City - PIN Code

ATTESTATION FORM (In Original)

<div style="border: 1px solid black; width: 250px; height: 200px; margin: 0 auto; text-align: center; padding: 10px;"><p>Affix signed Passport size (5 cm X 7 cm approx.) copy of recent Photograph</p></div> <p style="text-align: center; margin-top: 20px;">Put your signature within the box given below.</p> <div style="border: 1px solid black; width: 380px; height: 50px; margin: 10px auto;"></div>	<p style="text-align: center;">“WARNING:</p> <p>1. 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.</p> <p>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 early, failing which it will be deemed to be a suppression of factual information.</p> <p>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 / her services would be liable to be terminated”.</p>
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		Name in full (in BLOCK capitals) with aliases, if any. (Please indicate if you have added or dropped in any stage, any part of your name or surname)	SURNAME	NAME
1.				
2.		Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town)		
3.	a)	Home Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town and name 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.		Aadhar Card No. (if available)		
5.		PAN No. (if available)		

6.

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.

From	To	Residential Address in full (i.e. Village, Thana & District or House No. Lane/Street/Road & Town)	Name of the District Head Quarters of the place mentioned in preceding column.

7.

Relationship	Name (in Full & Aliases if any)	Nationality (by birth and/or by domicile)	Place of birth	Occupation employed (if give designation & official address)	Present postal address (if dead give last address)	Permanent House address
i) Father						
ii) Mother						
iii) Wife/ Husband						
iv) Brother(s)						
v) Sister(s)						

8.

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

Name	Nationality by birth or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mention in the previous column

9.	Nationality		
10.	a)	Date of Birth	
	b)	Present Age	
	c)	Age at Matriculation	
11.	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	
12.	a)	Your Religion	
	b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer "Yes" or "No")	

13.

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

Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

14.(a)	Are you holding or have at 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 Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date.			
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			
14.(b)	<p>If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ an Autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rule 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?</p>			
15.(i)	(a)	Have you ever been kept under detention?		Yes/No
	(b)	Have you ever been arrested?		Yes/No
	(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)		Yes/No
	(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?		Yes/No
	(e)	Have you ever been convicted by a court of Law for any Office?		Yes/No
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?		Yes/No
	(g)	Have you ever been restricted by any University or any other educational authority/institution?		Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service examination/selection?		Yes/No
15.(ii)	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 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.

16.	Names of two responsible persons of your locality or two references to whom you are known.	1)	
		2)	

DECLARATION

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

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- i. Gazetted Officers of Central or State Government.
- ii. Members of Parliament or State Legislature belonging to the constituency where the candidate(s) or his/her parent/guardian are ordinarily resident.
- iii. Sub-Divisional Magistrates/ Officers.
- iv. Principal/Head-Master of the recognized School/College/Institution where the candidate studied last.
- v. Tehsildars or Naib/Deputy Tehsildars authorized to exercise Magisterial powers.
- vi. Block Development Officers.
- vii. Post Masters.
- viii. Panchayat Inspectors.

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

Daughter of Shri._____ for the last _____years _____months

and to the best of my knowledge and belief the particulars furnished by him/her are correct.

SIGNATURE: _____

Designation or Status: _____

PLACE:

DATE:

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the appointment authority.

- ii) Post for which the candidate is being considered.

Signature and stamp of Director

FORM OF WRITTEN CONSENT OF THE CANDIDATE

I, _____ son of _____ have no objection to the Government of _____ (Country of Visit) or any of their Agencies disclosing to the Government of India or the persons authorized by them any information of personal nature pertaining to the period of my stay (from _____ to _____) in the following places.

From	To	Residential Address in full

Signature

Full Name:

Date: