

**ANNEXURE I**

**ACCEPTANCE OF OFFER OF APPOINTMENT**

I, \_\_\_\_\_ hereby accept the offer of appointment to the post of \_\_\_\_\_ in Kendriya Vidyalaya, \_\_\_\_\_ made in your Memo No \_\_\_\_\_ dated \_\_\_\_\_ and also the terms and conditions mentioned therein. I agree to join duty at the place and on the date indicated therein.

I further undertake that I shall not request for a transfer for three/one year(s) from the date of my appointment as \_\_\_\_\_

Signature: \_\_\_\_\_  
Name in BLOCK letters \_\_\_\_\_  
Place \_\_\_\_\_  
Date : \_\_\_\_\_

=====

**ANNEXURE I**

**ACCEPTANCE OF OFFER OF APPOINTMENT**

I, \_\_\_\_\_ hereby accept the offer of appointment to the post of \_\_\_\_\_ in Kendriya Vidyalaya, \_\_\_\_\_ made in your Memo No \_\_\_\_\_ dated \_\_\_\_\_ and also the terms and conditions mentioned therein. I agree to join duty at the place and on the date indicated therein.

I further undertake that I shall not request for a transfer for three/one year(s) from the date of my appointment as \_\_\_\_\_

Signature: \_\_\_\_\_  
Name in BLOCK letters \_\_\_\_\_  
Place \_\_\_\_\_  
Date : \_\_\_\_\_

**MEDICAL CERTIFICATE**

Name of the Candidate for appointment (in BLOCK LETTERS)	
Caste or Race	
Residence Address	
Father's Name and Address	
Date of Birth By Christian Era	
Exact Height by measurement	
Personal Marks of identification	1.
	2.

I do hereby certify that I have examined Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ a Candidate for employment in Kendriya Vidyalaya  
\_\_\_\_\_ and could not discover that  
he/she has any disease communicable or otherwise constitutional affliction, or bodily  
infirmity, except \_\_\_\_\_.

She is now pregnant / not pregnant.

I do not consider this a disqualification for employment in the Kendriya Vidyalaya,  
\_\_\_\_\_. His/her age according to his/her own statement is  
\_\_\_\_\_ years and he/she appears about \_\_\_\_\_ years.

Left hand thumb and finger impression of the Candidate					
Signature of the Candidate					
Taken before					
Name of the Officer					
Signature of the Officer					
Designation of the Officer (This Office should be CIVIL SURGEON Or MEDICAL OFFICER of equal rank)					

On (Date: \_\_\_\_\_)

**DECLARATION**

I, Shri/ Shrimati / Kumari \_\_\_\_\_ declare as under :-

\*(a) That I am unmarried/a widower/widow.

\*(b) That I am married and have only one wife living.

\*(c) That I am married and have more than one wife living. Application for grant of exemption is enclosed.

\*(d) That I am married and that during the life time of my spouse, I have contracted another marriage. Application for grant of exemption is enclosed.

\*(e) That I am married and my husband has no other living wife, to the best of my knowledge.

\*(f) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

2\*\* I solemnly affirm that the above declaration is true and I understand that in the (event) of my declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

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

Date: \_\_\_\_\_

\*Delete clauses not applicable.

\*\*Applicable to the cases of clauses (a), (b) and (c) only.

**KENDRIYA VIDYALAYA SANGATHAN**  
**CANDIDATES STATEMENT AND DECLARATION**

The Candidate must make the statement required below prior to his/her Medical Examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning contained in the note below:

1. State your name in full (in BLOCK LETTERS)			
2. State your Age and place of birth			
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement of suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis? OR (b) Any other disease or accident requiring confinement to bed and Medical or Surgical treatment?			
4. When you were last vaccinated?			
5. Have you suffered from any form of nervousness due to over work or any other cause?			
6. Have you been examined and declared unfit for Govt. service by a Medical Board within the last three years?			
7. Have any of your near relations been afflicted with consumption, scrofula; gout, asthma, fits, epilepsy or insanity?			
8. Furnish the following particulars concerning your family:			
Father's age if living and state of health	Father's age at Death and cause of death	No. of Brothers living, their age and state of health	No. of brothers dead, their age at the death, cause of death
Mother's age if living and state of health	Mother's age at Death and cause of death	No. of Sisters living, their age and state of health	No. of Sisters dead, their age at the death, cause of death

I declare that all the above answers to the best of my belief are true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidate' Signature: \_\_\_\_\_  
Signed in my presence: \_\_\_\_\_  
Signature of the Medical Officer \_\_\_\_\_

Note: The Candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk of losing the appointment and if appointed, of forfeiting all claims to superannuation allowances or gratuity.

**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt/Kum. \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ for the last \_\_\_\_\_ years , \_\_\_\_\_  
Months and that to the best of my knowledge and belief, he/she bears reputable character and  
has no antecedents which render him/her unsuitable for employment in the Kendriya  
Vidyalaya Sangathan.

2. Shri/Smt/Kum. \_\_\_\_\_ is not related  
to me.

Signature \_\_\_\_\_

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_

=====

**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt/Kum. \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ for the last \_\_\_\_\_ years , \_\_\_\_\_  
Months and that to the best of my knowledge and belief, he/she bears reputable character and  
has no antecedents which render him/her unsuitable for employment in the Kendriya  
Vidyalaya Sangathan.

2. Shri/Smt/Kum. \_\_\_\_\_ is not related  
to me.

Signature \_\_\_\_\_

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE VI**

**OATH TO BE TAKEN**

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 the duties of my Office loyally, honestly  
and with impartiality.

So help me God.

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

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

Date: \_\_\_\_\_

## ATTESTATION FORM

### WARNING:

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.

Affix a Passport size Photograph
-------------------------------------

2. If detailed, convicted, debarred etc., subsequent to the completion and submission of this form, the details 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 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 Letters with aliases, if any) (please indicate if you have added or dropped in any stage, any part of your name or surname)	SURNAME	NAME
2. Present address in full (i.e., Village, Thana & District or House No., Lane/Street/Road and Town)		
3. a) Home Address in full (i.e., Village, Thana & District or House No., 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 immigration to Indian Union.		
4. Particulars of places (with periods or residences) where you have resided for more than one year at a time during the preceding 5 (five) years. In case of stay abroad (including Pakistan), particulars of 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 and Town)
		Name of the District Hqrs., of the place mentioned in the preceding column

5) a) Father's Name in full with alias if any  b) Present Postal address (if dead, give last Address  c) Permanent Home Address  d) Profession  e) If in service, give designation & Official address	
6) Nationality  a) Father b) Mother c) Husband / Wife d) Candidate	
7) a) Exact Date of Birth b) Present Age c) Age at Matriculation	
8) a) Place of Birth, District and State in which situated  b) District and State to which you belong	
9) a) Your Religion b) Are you a member of SC/ST write "YES" or "NO". If the answer is YES, state the name thereof	
10) Education Qualification Showing places of Education with years in Schools and Colleges since:	



11. If you have at any time been employed, give details:

Designation or post held or Description of work	Period		Full address of the Office/firm/ institution	Full reasons for leaving the previous service
	From	To		
<p>12. Have you ever been prosecuted, kept under detention or bound down, fined, convicted, by a Court of Law for any offence?</p> <p>If any case pending against you in any Court of Law at the time of filling up this Attestation form?</p> <p>If the answer is YES full particulars of the Case, detention, fine, conviction, sentence etc., should be given.</p>				
<p>13. Name of two responsible persons of your locality or two references to whom you are known.</p>				
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: \_\_\_\_\_

Name (in BLOCK LETTERS): \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Contd....4...

## IDENTITY CERTIFICATE

(Certificate to be signed by any one 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 Deputy Tehsildars authorized to exercise magisterial power .
- v) Principal / Headmaster of the recognized School/College/Institution where the candidate studied last.
- vi) Post Masters
- vii) Block Development Officer
- viii) Panchayat Inspectors.

Certified that I have known Shri/Smt/Kum. \_\_\_\_\_  
Son/Daughter 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.

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

Name: \_\_\_\_\_

Designation / Status and Address (Seal)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**SERVICE AGREEMENT CUM SURETY BOND (To be executed on non-judicial stamp paper worth of Rs. \_\_\_\_/- (Rs. \_\_\_\_\_ (of the value as per rules of the State) only and Rs 1.00 (Rs. One only) Revenue Stamp to be affixed on top left side of first page.**

This contract made on this \_\_\_\_ day of \_\_\_\_\_ Two thousand and Nineteen BETWEEN the KVS through the \_\_\_\_\_ (designation of the person in KVS) having its office at \_\_\_\_\_ hereafter called the "Employer" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART; AND, Shri/Smt./Kum....., Son/daughter of Shri..... Resident of ..... in the tehsil of the ..... District....., hereinafter called the "Probationer/employee" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART; AND, Shri/Smt./Ku....., son/daughter of Shri..... Resident of ..... in the tehsil of the ..... District....., hereinafter called the "Surety" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the "THIRD PART".

WHEREAS the employer has offered to engage Shri/Smt./Ku. .... as ..... (post) for on a probation/ training for a period of \_\_\_\_\_ years, which may be extended and the probationer/employee has agreed to accept the offer of the employer.

AND WHEREAS Shri/Smt./Ku. .... has been selected by the Employer as \_\_\_\_\_ vide its offer of appointment No. .... dated .....for undergoing training/probation with a view to utilize his/her service with the Employer after successful completion of the training, which offer has been unequivocally accepted by the probationer;

AND WHEREAS in terms of clause \_\_\_\_\_ of the Main Terms and Conditions of the said offer of appointment, the Probationer is required to undergo initial training as determined by the Employer for a period of twenty-four months, which may be extended to twelve more months in case of unsatisfactory performance by the Probationer, and to serve the Employer for a minimum period of 2 years from the date of joining on initial appointment in KVS.

AND WHEREAS in terms of clause \_\_\_\_\_ of the Main terms and Conditions of the said offer of appointment, the Probationer and his Surety are required to execute a Service Agreement cum Surety Bond on non-judicial stamp paper in favour of the Employer, undertaking to complete the training and to serve the Employer for a minimum period of two years failing which the Probationer and the Surety shall be jointly and severally bound to pay the Employer a sum of Rs.2,00,000/- (Rupees Two Lakhs only);

AND WHEREAS the Probationer recognizes and accepts that at the time of appointment as Probationer, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training enabling him/her to become professionally viable to the Employer;

AND WHEREAS the Probationer is aware that the Employer would be incurring substantial sums of money and incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Probationer & training him/her thereafter.

AND WHEREAS this service agreement cum surety bond executed with the Employer by the Probationer along with a Surety to the extent Rs. 2,00,000 (Rs. Two lakhs only) will be used for indemnifying the Employer against all such costs as mentioned above by reason of breach and/or non-compliance of any of the terms of this agreement with by the Probationer;

AND WHEREAS the Probationer also agrees that if he/she commits any breach of any of the conditions of this agreement, the Probationer and the Surety shall be jointly and severally liable to pay to the Employer on demand immediately the above said sum of Rs. 2,00,000 (Rupees Two lakhs only) from the date of breach of the terms of the contract.

AND WHEREAS in order to secure the Employer against the expenses incurred by it on the training of the Probationer and to ensure due compliance of all terms and conditions stipulated by the Employer and accepted by the Probationer, it is agreed that the Probationer shall be liable to compensate the Employer in the manner and under the circumstances enumerated in this agreement;

IN WITNESS WHEREOF THE parties hereto have signed these presents on this date and year in the presence of the following witnesses:

WITNESSES: (For the Probationer & Surety) Clear Signature :

1. Name:..... Signature of the Probationer Address .....
2. Name Signature of the Surety Address..... Name.....  
..... Occupation..... PAN No.  
..... Address.....

(Attestation of signatures of Probationer and Surety by Gazetted Officer)

..... Signature of the Probationer Signature of the  
Surety Attested Signature & seal of Gazetted Officer Signature & seal of Gazetted Officer

For office use only)

WITNESSES: (For the Employer) 1. Accepted. Name:..... Address .....

Signature of the \_\_\_\_\_ - ..... For and on behalf of  
KVS..... Name.....

2. Address..... Name.....