To be filled in by the candidate in his/her own handwriting.

ANNEXURE-I

ATTESTATION FORM

WARNING: 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 latest Passport Size photograph duly attested by Gazetted Officer

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.

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 service would be liable to be terminated.

<table>
<tr><td>1.</td><td colspan="2">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)</td><td>SURNAME</td><td>NAME</td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td></tr>
<tr><td>2.</td><td colspan="2">Residential Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town.</td><td colspan="2"></td></tr>
<tr><td></td><td colspan="2"></td><td>Police Station</td><td></td></tr>
<tr><td>3.</td><td>a)</td><td>Permanent Address (Home town) in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.</td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td>Police Station</td><td></td></tr>
<tr><td></td><td>b)</td><td>If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.</td><td colspan="2"></td></tr>
</table>

Contd..2/-..

4. Particulars of all places *(with periods of residence)* where you have resided for *more than one year* ***since Birth***. 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	Nationality *(by birth or by domicile)*	Place of Birth	Occupation *(if employed give designation & official address)*	Permanent Home Address *(if dead give last address)*
i) Father *(Name in full aliases, if any)*					
ii) Mother					
iii) Wife/ Husband					

Contd..3/-..

6. Nationality - _____

7. (a) Date of Birth - _____

   (b) Present Age - _____

   (c) Age at Matriculation - _____

8. (a) Place of your birth, District & State in which situated - _____

   (b) District and State to which you belong - _____

   (c) District and State to which your father originally belong - _____

9. (a) Your Religion - _____

   (b) Are you member of a - SC/ST? Answer in Yes or No. - _____

10. Educational Qualification *(including pursuing, if any)* showing places of education with year in School and College since 15th year of age *(Matriculation onward).*

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

Contd..4/-..

11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government 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 date of employment up-to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reason for leaving previous service
From	To				

12(1) 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 rusticated by any University or any other educational authority, institution ? Yes / No
h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission or any of if 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 or otherwise ? Yes / No

12(2) 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 the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

NOTE: (i) Please also see the warning at the top of this attestation form.
(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

Contd..5/-..

13. Names & address of two responsible person of your locality or two referencesto 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.

Date:_____
Place:_____

Signature of Candidate _____
Contact No._____

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 Legislative belonging to the constituency where the candidates or his parent/guardian is ordinarily resident;

iii. Sub-Divisional Magistrate/ Officers;

iv. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;

v. Principal/Head-Master of the recognized school/college/institution where the candidate studied last;

vi. Post-Master;

vii. Panchayat Inspectors.

Certified that Sh./Smt./Kum._____S/D/W of Shri_____is known to me for the last_____years_____months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date_____ Signature_____

Place_____ Designation or status and address

ANNEXURE-III

DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS
TO GOVERNMENT SERVICE

I,_____, S/o, D/o, W/o_____Resident of ___
_____do hereby declare as under:

i) That I am unmarried/a widower/ a widow.

ii) That I am married & have only one spouse living namely_____.
His/ her Date of Birth is_____.

iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.

iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

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

DATED:
PLACE:

SIGNATURE:_____

Name:_____

S/o,D/o,W/o_____

R/o_____

_____

_____

EC No.: Newly Appointed Chowkidar

Mob. No._____

* Please delete clause/clauses not applicable.

ANNEXURE-IV

DECLARATION / UNDERTAKING OF NEW ENTRANTS
TO GOVERNMENT SERVICE

I,_____, S/o, D/o, W/o_____Resident of ___
_____do hereby firmly declare and undertake as under:

i) That I have gone through the rules laid down in the Central Government Services Conduct Rules-1965; and Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012 and understood the same.

ii) That any breach of these rules by me will render me liable for disciplinary action.

DATED:
PLACE:

SIGNATURE:_____

Name:_____
S/o,D/o,W/o_____
R/o_____
_____
_____
EC No.: Newly Appointed Chowkidar
Mob. No._____

ANNEXURE-V

FORM OF AFFIDAVIT

(To be executed on non-judicial stamp paper of Rs.10/- duly attested by Executive Magistrate or Notary Public)

I, …… (name), son/ daughter/ wife of Shri ..... residing at …… Date of Birth ....., do hereby solemnly affirm and declare as under:

1. That I am a continuous resident at the above mentioned address w.e.f.…….
2. That I am a citizen of India by birth/descent/registration/naturalization.
3. That I am not involved in any kind of criminal activity and have not been convicted by any court of Law in India for any offence.
4. That no proceedings in respect of any criminal offence are pending before any criminal court in India.

DEPONENT

VERIFICATION:

Verified at ..... (*place*) on this …… (*date*) day of .....(*month, year*) that the contents of the above mentioned affidavit are true and correct to my knowledge and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE-VI

Form of Declaration / Undertaking - for OBC Candidates only

(in addition to the Community Certificate)

Ref*:* Offer Letter No._____(R-2021)/Admn.III/Central/2022 Dated, Delhi the_____

I,_____Son/Daughter/Wife of Sh._____resident of village/town/city_____district_____State_____do hereby declare that I belong to the_____community which is recognised as a backward class by the Government of Delhi for the purpose of reservation in services in accordance with notification No.F.28(93)/91-92/SCST/P&S/4385-95 dated 20-01-1995 of Government of Delhi. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule in Department of Personnel and Training Office Memorandum No.36012/22/93 –Estt. (SCT), dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004 and 36033/3/2004 Estt. (Res.) dated 14/10/2008.

I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2021.

Place: **Signature of the Candidate***

Date:

Name:_____

S/D/W of Sh._____

****Declaration/undertaking not signed by Candidate will be rejected***

ANNEXURE-VII

Form of Affidavit - for General *(OBC outside Delhi Candidates only)*

FORM OF AFFIDAVIT

(To be executed on non-judicial stamp paper of Rs.*10/- duly attested by Executive Magistrate or Notary Public)*

I, …… (name), son/ daughter/ wife of Shri ..... residing at …… Date of Birth ....., do hereby solemnly affirm and declare as under:

1. That I am native resident of the aforesaid address.

2. That I had applied for the post of *"Chowkidar"* in Delhi District Courts under the category *"OBC (Outside Delhi)"* and I have been selected under ***"General"*** Category.

3. That I accept my appointment as *"Chowkidar"* in ***"General"*** Category and declare that I will not claim any relaxation under OBC Category.

DEPONENT

VERIFICATION:

Verified at ..... (*place*) on this …… (*date*) day of .....(*month, year*) that the contents of the paragraph No.1 to 3 of the aforesaid affidavit/undertaking are true and correct to my personal knowledge and no part of it is false and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE-VIII

DECLARATION / UNDERTAKING OF OBC/SC/ST/EWS CANDIDATES SELECTED AGAINST UNRESERVED CATEGORY

I,_____, S/o, D/o, W/o_____Resident of ___ _____do hereby firmly declare and undertake as under :

1. That I had applied for the post of *"Peon/Orderly/Dak-Peon" or "Chowkidar" or "Sweeper/Safai-Karamchari"* in Delhi District Courts under the category *"OBC"/ "SC"/ "ST"/ "EWS"* and I have been selected under ***"Unreserved"*** Category.

2. That I accept my appointment as *"Peon/Orderly/Dak-Peon" or "Chowkidar" or "Sweeper/Safai-Karamchari"* in ***"Unreserved"*** Category and declare that I will not claim any relaxation, reservation and benefit *under "OBC"/ "SC"/ "ST"/ "EWS"* Category.

DATED:

PLACE:

SIGNATURE:_____

Name:_____

S/o,D/o,W/o_____

R/o_____

_____

_____

EC No.: Newly Appointed Chowkidar

Mob. No._____

Dated_____

To

Ld. Principal District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi.

Sub: Acceptance of Offer of Appointment for the Post of "Chowkidar"

Respected Sir,

Pursuant to the Offer of Appointment Letter/Memorandum No._____ _____Dated_____, I, hereby submit my acceptance for appointment for the post of *"Chowkidar"* in Level-3 as per 7th CPC Pay Matrix with all the terms and conditions mentioned therein.

I am hereby enclosing / undertake to submit within *'two days'*, the following documents, as required:

1. Duly filled in Attestation Form (Annexure-I) received from this office.
2. Undertaking/Declarations (Annexure-III, Annexure-IV & Annexure-VIII) as per clause 6, 7 & 8 of the Offer of Appointment.
3. Affidavit in the requisite proforma (Annexure-V) to the effect that I am not involved in any kind of criminal activity.

Thanking you

Yours faithfully

Forwarded

SIGNATURE:_____

Administrative Officer (Judicial)
Administration Branch-III
(Central)

Name:_____

S/o,D/o,W/o_____

R/o_____

Mob. No._____

Instructions for the Candidates

1. The Candidates are advised to go through all the terms and conditions of the offer of appointment carefully.

2. The reporting time for furnishing *'Acceptance of Offer of Appointment'* and *'submission of documents'* with *'Attestation Form'* will be between **11:00 AM to 04:00 PM** on all working days.

3. All the prescribed forms should be duly filled up in legible handwriting with ***Blue Ballpoint Pen*** only which are uploaded on the official website of Delhi District Courts under Recruitment Tab.

4. Two sets of **Attestation Form and the Identity Certificate** are required to be furnished in **'verbatim'** alongwith the *'acceptance of offer'* **duly attested by the First Class Gazetted Officer or any other competent authority (vouching to have known you for atleast last five years) as prescribed on page no. 5 of Attestation Form.**

5. It may be ensured that all the prescribed forms including Attestation Form are filled up only after receipt of the Offer Letter by each candidate individually.

   The declaration/attestation of documents & Attestation Form prior to the date of OfferLetter will not be accepted in any circumstances.

6. The Candidates must ensure to specifically strike off/delete any of the clause/s not relevant or related to him/her in any of the Annexures.

7. The Candidates shall also ensure to declare his/her hometown in Clause No.3(a) of Attestation Form.

8. The Candidates who have ever resided or belong to ***"State outside Delhi"*** have to fill up additional Attestation Forms separately for each number of places he/she resided. *All the attestation forms should be in verbatim and* ***each set thereof should be attested by the same officer separately.***

9. The Candidates have to submit ***'One Set'*** of following documents ***duly attested by First Class Gazetted Officer:-***
   - *(a)* Two identity proof *(PAN Card/Driving License/Election ID/Aadhar Card & Registration Certificate).*
   - *(b)* Residential proof *(Passport/Electricity Bill/Telephone Bill (landline)/Ration Card/BankPassbook/Utility Bill/Rent Agreement & others.*
   - *(c)* Academic/Professional documents *(should be arranged chronologically).*
   - (d) Caste certificate, if applicable.
   - (e) Any other document(s).

   It is advised to ensure attestation of documents from the same Officer or Competent Authority who is attesting the 'Attestation Form'.

10. The candidate must declare all their qualifications *(matriculation onwards)* ***including the pursuing course,*** if any, in clause No. 10 of Attestation Form.

11. All the documents must be arranged ***chronologically****.*

12. The Candidate must carry ***4 Passport Size Photographs*** and ***original testimonials*** at the time of furnishing *'acceptance of offer and submission of attestation form'*.

13. As of now, the candidates need not bring *'Character Certificates' (Annexure-II),* the same will be required later on at the time of joining.