



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

No. IMU-HQ/R/44/16/1/2019-Admin (Vig.)

19th Nov, 2019

CIRCULAR

Sub: Verification of Character & Antecedents and Genuineness of the Caste Certificate of the candidates selected for appointment in IMU – reg.

Ref: (i) DoPT OM No. 18011/2(s)/2016-Estt. (B)(i) dated 29.06.2016
(ii) DoPT OM No. 28020/1/2010-Estt. (C) dated 17.08.2016
(iii) DoPT OM No.18011/9(s)/78-Estt. (B) dated 02.07.1982

1. The Competent Authority of IMU has approved the following procedure with respect to character and antecedents verification in respect of the employees appointed in IMU: -

(a) Employees who join / joined in IMU from Central Government or State Government, PSUs, Autonomous Organisations/Institutions – prescribed endorsement form from the previous employer shall be continued and accepted. [Relevant document is enclosed as '**Annexure-I**']

(b) Employees who join / joined in IMU (Group-C & Group-D posts, if any) from open market – prescribed character certificate shall be continued and accepted. [Relevant document is enclosed as '**Annexure-II**']

(c) Employees who join / joined in IMU (Group-A & Group-B [Teaching and Non-teaching] posts) from open market - detailed verification as prescribed in DoPT OM No.18011/9(s)/78-Estt. (B) dated 02.07.1982 encompassing all the particulars mentioned in "**Form-A**" of the said order shall be followed, immediately on appointment. [Relevant document is enclosed as '**Annexure-III**']

2. Further, with respect to the genuineness of the caste certificate verification, the following is prescribed:

(a) Employees who join / joined in IMU from Central Government, State Government, PSUs, Autonomous Organisations/Institutions may be excluded from verification process, if they were permanent employee after successful probation completion in previous organisation.

(b) Employees who join / joined in IMU from open market irrespective of classification of post, genuineness of caste certificate shall be verified with appropriate authorities as prescribed by GoI.

3. The above-mentioned procedures are adopted by IMU for all the employees who are already in service in IMU and those who will join IMU in future for the purpose of probation clearance / confirmation of service.

This is issued with the approval of the Competent Authority.



Registrar

Distribution:

1. PS to VC
2. CVO, IMU
3. All Campus Directors
4. All employees of IMU (through website)
5. DR (Admin), HQ – for necessary action
6. File

} for information

ANNEXURE - I

Endorsement from the Present Employer

It is certified that Shri _____, is working in this _____ organization, viz. _____

_____ in the post of _____ in a temporary/permanent capacity with effect from _____ in the Scale of Pay Band/ Grade Pay of Rs. _____.

He is drawing a basic pay of Rs. _____.

Further, it is certified that the applicant has not suffered any punishment and that no disciplinary or criminal case is pending/contemplated against him.

(Signature of the forwarding officer with Seal)

Name: _____

Designation: _____

Place: _____

Date: _____

To

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119

CHARACTER CERTIFICATE

1. Certified that I have known Shri _____
son of Shri _____ for the last _____ years
_____ months and that to the best of my knowledge and belief he has
good moral character and reputation and has no antecedents which render
him unsuitable for employment in a Central University.

2. Shri _____ is not related to me.

Place _____

Signature _____

Date _____

Full Name _____

Designation _____

(office Seal)

*(to be signed by anyone of the following on official letter head)

- (i) An Under Secretary/Deputy Secretary/Director/Joint Secretary/Add. Secretary/Special Secretary/Secretary/Cabinet Secretary to Government of India
- (ii) A Director/Joint Secretary/Additional Secretary/Special Secretary/Chief Secretary to a State Govt.
- (iii) A Sub-Divisional Magistrate/First class Judicial Magistrate/Additional DM/District Magistrate of the district of residence of applicant.
- (iv) A District Superintendent of Police, DIG/IG/DGP of the district of residence of applicant.
- (v) A Major and above in the army, Lt. Commander and above in the Navy and Sq. Leader and above in the Air Force
- (vi) The General Manager and above of a Public Sector Undertaking (vii All members of any All India Service or Central Service who are equivalent to or above the rank of an Under Secretary to the Government, i.e. with Grade pay of Rs.6,600/- and above.
- (viii) Resident Commissioners/Additional Resident Commissioners of all State Governments based in Delhi.
- (ix) Concerned Tehsildars or concerned SHOs for an applicant staying in the area under his/her jurisdiction.
- (x) The Chairmen of the Apex Business Organizations, i.e. FICCI, CII and ASSOCHAM

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.
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 suppressions 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”.

Affix signed passport size (5cm.x7 cm. approx.) copy of recent photograph – where asked for.

1. 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
2. Present Address in full (i.e. Village, Thana and District or House Number, Lane/ Street Road and Town).			
3. (a) Home Address in full (i.e. Village, Thana, and District or House Number, Lane Street / Road and 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. 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 addresses in full (i.e., Village, Thana and Distt. or House No. Lane / Street Road and Town.	Name of the District Headquarters of the place mentioned in the preceding column.

Name	Nationality (by birth and/ or by domicile)	Place of birth	Occupation (if employed give designation & official address).	Present postal address (if dead, give last address)	Permanent Home address.
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(i) Father (Name in full aliases, if any.

(ii) Mother

(iii) Wife/husband

(iv) Brother(s)

(v) Sister(s)

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-Government body, or an autonomous body, or a public undertaking, or a private firm or institution ? If so, give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.
From	To			

11. (B) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 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?

12. (i) (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 Service Commission/Staff Selection Commission for any of its 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

(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 form.	
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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.

13. Names of two responsible persons of your locality or two references to whom you are known.	1. 2.
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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 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 or his parent/ guardian is ordinary resident;
- (iii) Sub-Divisional Magistrate/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Principal/Head-Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post Masters;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt/Kumari.....
Son/daughter of Shri..... 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

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.