



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

F. No. 2-1/MGCUB/GA/2016

Dated: 18th August 2021

OFFICE ORDER

1. In continuation of instructions issued by Government of India in this regard from time to time and further approval of the Competent Authority, all employees of the University appointed on or after **23rd August 2019** are advised to submit his/her detailed information in the prescribed format i.e. **Attestation Form** (attached with this Office Order) along with self-declaration certifying that all facts and details given in the form are correct, and submit the same to the office of the undersigned on or before **27th August 2021 (Friday)** positively.
2. All concerned Deans and Heads are requested to ensure the compliance of the aforesaid order of the Competent Authority.
3. This is issued with the approval of the Competent Authority of the University.

Rajeev Kumar
18/08/2021
(PROF. RAJEEV KUMAR)

OSD (Administration)

MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghenathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Encl: As stated above (containing total 05 No. of pages)

Copy of the above forwarded to the following for information and necessary action please:

1. Individual concerned (appointed in the University on or after **23rd August 2019**)
2. The Pro-Vice-Chancellor, MGCU
3. All the Deans of various Schools, MGCU
4. All the Heads of various Departments, MGCU - with the request to bring the same to the knowledge of all faculty concerned of their respective department
5. Deputy Registrar, MGCU
6. In-Charge University Website - with the request to upload the same on the University Website
7. Section Officers, MGCU
8. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
9. Guard File



Dinesh Hooda
(DINESH HOODA)

Section Officer

MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghenathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

ATTESTATION FORM

Affix signed passport size
(5 cm x 7 cm copy of
recent photograph)

WARNING

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be 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 Mahatma Gandhi Central University 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 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/her services would be liable to be terminated.

		Surname	Name
1.	Name in full <i>(in Block, Capitals)</i> , with aliases, if any <i>(please indicate if you have added or dropped at any stage, any part of your name or surname)</i>		
2.	Present address in full <i>(i.e. Village, Thana and District or House Number, Lane/Street/ Road and Town)</i>		
3.	Home address in full <i>(i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter).</i>		
4.	Aadhar Card Number		
5.	PAN Number		
6.	Nationality		

7. Particulars relating to Age		
(a)	Date of Birth(<i>in Christian era</i>)	
(b)	Present age(<i>as on date of joining in MGCUB</i>)	
(c)	Age at Matriculation	

8. Particulars relating to Place of Birth		
(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 belongs	

9. Particulars relating to Category		
(a)	Your Religion	
(b)	Are you a member of a scheduled Caste/Scheduled Tribe? (<i>Answer: Yes/No</i>)	

10.			
Particulars of places (<i>with period of residence</i>) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (<i>including Pakistan</i>), 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>i.e. Village, Thana & District or House Number, Lane/Street/Road & Town</i>)	Name of the District Head Quarter or the place mentioned in preceding column

11. Information of Relations

	Name (in full & aliases, if any)	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
Father						
Mother						
Wife / Husband						
Brother(s)						
Sister(s)						

(please add separate sheet, if required)

12. 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 and/or by Domicile)	Place of Birth	Country in which studying/living with full address	Date from which Studying/Living in the country mentioned in previous column

13. Educational qualification showing place 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	Name of Examination

14. (a)	Are you holding or have any time held an appointment under the Central Government 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 employments up-to-date			
Period		Designation, emoluments & Nature of employment	Full name and Address of Employer	Reasons of leaving previous service
From	To			
14. (b)	If the previous employment was under the Government of India/State Government/an Undertaking owned or Controlled by the Government of India or a State Government/Autonomous Body/University/Local Body. If you had left service on giving a month notice under Rule 5 of the Central Services (Temporary Service) Rules, 1965 or any similar corresponding rules; were any disciplinary proceeding 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?			

15. (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 Mahatma Gandhi Central University for any of their 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)	Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?	Yes/No

