



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

एफसं. /F. No. 3-26/2024-Rectt.

दिनांक / Date: 13.02.2025

सूचना /NOTICE

Sub.: Provisionally shortlisted candidates for Written Test and Skill Test for the post of "Junior Superintendent at PL-6".

Ref: Advertisement No. Rectt./02/ Non-Teaching/ 2024, dated 03 September 2024.

This is to notify that the **Written Test and Skill Test** of the provisionally shortlisted candidates at **Annexure-II** for the post of **Junior Superintendent [UR: 02, SC: 01, OBC-NCL: 01, UR (PwBD): 01]** will be held as per the following schedule & list:

A. Details of Schedule:		
1	Date of Written Test	1 st March 2025 (Saturday)
2	Reporting Time	09:00 A.M.
3	Venue	Lalitgiri Hall of Learning Indian Institute of Technology Bhubaneswar, Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134815
4	Date of Skill Test (For those who qualify in the Written Test)	2 nd March 2025 (Sunday)
5	Reporting Time	08:30 A.M.
6	Venue	Room No. 213 School of Infrastructure, Indian Institute of Technology Bhubaneswar
7	Syllabus and other details of the Examination	Annexure-I
B. Details of candidates Shortlisted / Not Shortlisted		
1	List of Provisionally Shortlisted candidates	Annexure – II
2	List of candidates Not Shortlisted based on eligibility criteria	Annexure – III

Notes:

- 1) The screening of applications for the post of **Junior Superintendent** has been done as per the minimum eligibility criteria mentioned in the advertisement.
- 2) The shortlisted candidates (**Annexure – II**) are required to appear for the Written Test on 01.03.2025. The candidates qualified in the Written Test only will appear for the Skill Test on the next day i.e. 02.03.2025. The candidates should appear for the selection process based on this notification along with copy of the intimation received through email. No individual hard copy of the call letter shall be sent.
- 3) The list of candidates not fulfilling the eligibility requirements are given in **Annexure –III** along with the reasons thereof. Such candidates if felt eligible, may submit their representation only on Google Form link

https://docs.google.com/forms/d/1lVM_KTd9lUGQkQ8RTH5cbD2N5op6RBKoeMmXFMR2sWY/edit?pli=1 by 5.00 P.M. **of 17.02.2025**. No communication beyond the said date & time shall be entertained.

- 4) Candidates are advised to visit the Institute website (<https://new.iitbbs.ac.in/index.php/home/jobs/non-teaching-jobs/>) regularly for any further updates.

Other Instructions to the candidates for appearing the Selection Tests:

1. Candidates are required to produce a Proof of Identity issued by Govt. **(in original)** such as Aadhaar Card/Passport/Driving License/PAN Card/Voter Card etc. without which the candidate will not be permitted to appear for the Selection Tests. No photocopies of the above documents shall be entertained.
2. Candidates are required to bring all the **original and a set of photocopies of all** Educational Certificates, Mark-sheets/Grade-sheets, testimonials, experience certificates, relevant category certificate(s) (SC/ST/OBC-NCL/PwBD/EWS), if applicable, and any other documents as mentioned in the Application Form. During actual verification from original documents, if any discrepancy is noticed, candidate(s) **will not be allowed to appear the Selection Tests**.
3. **Experience certificate should be in proper format i.e. it should be on the organization's letterhead and contains date of issue, post wise duration of service, salary/pay scale/pay level, name and designation of the issuing authority along with their signature and stamp etc. (Refer Annexure-IV). Submission of original experience certificate during document verification is compulsory. The offer letter, promotion order, pay slips etc. shall not be considered as experience certificate. If a candidate could not produce an experience certificate in the specified format or produce a certificate without having the required details, he/she will not be allowed to attend the Skill Tests.**

Candidates engaged through outsourcing agencies should note that the experience certificate issued by the outsourcing agency must be certified by the Principal Employer.

4. Candidates are required to bring a '**No Objection Certificate**' along with **Vigilance Clearance Certificate** from the employer, in case he/she is employed in a Government/Semi-Government/Autonomous Organization/Public Sector Undertaking etc. and whose application has not been forwarded through proper channel by the employer for this post. In the absence of **No Objection Certificate** and/or any other certificate as mentioned above, **his/her candidature shall not be considered for further recruitment process.**
5. Candidates must report at **09:00 A.M.** sharp on the scheduled date at the venue, failing which candidates will not be allowed to appear for the Selection Tests.
6. Electronic gadgets such as Bluetooth, mobile phone, laptop, iPad, Smart watch etc. are not allowed in the examination hall. However, candidates are required to bring writing materials such as ball point Pen (blue/black).
7. *No TA/DA shall be paid to the candidates for attending the Selection Test. The candidates are advised to make their own arrangement for lodging and boarding to appear the recruitment process.*

**Sd/-
Registrar**

Scheme of Examination and Syllabus for Written Test and Skill Test:**A. Written Test for Junior Superintendent:**

Particulars	Maximum Marks	Duration	Syllabus
Written Test (Objective Type - MCQ) (Negative marking for wrong answers)	100	1 hour	1. Rules of Academics 2. Rules of Establishment 3. CCS (Conduct) rules 4. FR & SR rules 5. Rules of Finance, Accounts & Audit 6. Rules of Stores & Purchase 7. General Financial Rules (GFR) - 2017 8. Legal Matters & RTI etc. 9. Proficiency in English
Written Test (Subjective Type)	50	1 hour	10. Numeric and Aptitude 11. General Awareness & Current Affairs including Constitution of India

B. Trade/ Skill Test for Junior Superintendent:

Particulars	Maximum Marks	Duration	Syllabus
Proficiency Test in Communicative & Written English and Computer Knowledge	100	1 hour	1. General computer ability in MS-Office like word processing, Excel, Power point etc. 2. Data handling 3. Proficiency in English 4. Noting & Drafting 5. Case based solution

N.B.:

1. The candidates qualified in the written test (both objective and subjective) would be permitted to appear for the skill test.
2. The Skill Test is only qualifying in nature.
3. Final selection will be based on performance in the written test only (both objective and subjective).

**List of Provisionally Shortlisted Candidates for the post of
"Junior Superintendent"**

Sl. No.	Application No.	Remarks	Sl. No.	Application No.	Remarks
1	NT030924JSU0001	-	37	NT030924JSU0111	-
2	NT030924JSU0002	-	38	NT030924JSU0113	-
3	NT030924JSU0003	-	39	NT030924JSU0116	-
4	NT030924JSU0004	-	40	NT030924JSU0120	-
5	NT030924JSU0005	-	41	NT030924JSU0122	-
6	NT030924JSU0006	-	42	NT030924JSU0123	-
7	NT030924JSU0007	-	43	NT030924JSU0125	-
8	NT030924JSU0008	-	44	NT030924JSU0127	-
9	NT030924JSU0012	-	45	NT030924JSU0128	-
10	NT030924JSU0017	-	46	NT030924JSU0131	-
11	NT030924JSU0018	-	47	NT030924JSU0133	-
12	NT030924JSU0019	-	48	NT030924JSU0145	-
13	NT030924JSU0020	-	49	NT030924JSU0152	-
14	NT030924JSU0021	-	50	NT030924JSU0154	-
15	NT030924JSU0023	-	51	NT030924JSU0156	-
16	NT030924JSU0027	-	52	NT030924JSU0159	-
17	NT030924JSU0028	-	53	NT030924JSU0164	-
18	NT030924JSU0030	-	54	NT030924JSU0181	-
19	NT030924JSU0033	-	55	NT030924JSU0182	-
20	NT030924JSU0034	-	56	NT030924JSU0185	-
21	NT030924JSU0037	-	57	NT030924JSU0192	-
22	NT030924JSU0041	-	58	NT030924JSU0193	-
23	NT030924JSU0043	-	59	NT030924JSU0205	-
24	NT030924JSU0044	-	60	NT030924JSU0207	-
25	NT030924JSU0045	-	61	NT030924JSU0209	-
26	NT030924JSU0046	-	62	NT030924JSU0210	-
27	NT030924JSU0047	-	63	NT030924JSU0211	-
28	NT030924JSU0051	-	64	NT030924JSU0217	-
29	NT030924JSU0056	-	65	NT030924JSU0218	-
30	NT030924JSU0059	-	66	NT030924JSU0219	-
31	NT030924JSU0070	-	67	NT030924JSU0220	-
32	NT030924JSU0072	-	68	NT030924JSU0225	-
33	NT030924JSU0074	Subject to clarification regarding IITBBS employee	69	NT030924JSU0226	-
34	NT030924JSU0085	-	70	NT030924JSU0233	-
35	NT030924JSU0087	-	71	NT030924JSU0234	-
36	NT030924JSU0091	-	72	NT030924JSU0236	-

73	NT030924JSU0238	-	113	NT030924JSU0346	-
74	NT030924JSU0243	-	114	NT030924JSU0347	-
75	NT030924JSU0249	-	115	NT030924JSU0349	-
76	NT030924JSU0250	-	116	NT030924JSU0354	-
77	NT030924JSU0251	-	117	NT030924JSU0355	-
78	NT030924JSU0252	-	118	NT030924JSU0357	-
79	NT030924JSU0260	-	119	NT030924JSU0359	-
80	NT030924JSU0261	-	120	NT030924JSU0360	-
81	NT030924JSU0262	-	121	NT030924JSU0363	-
82	NT030924JSU0267	-	122	NT030924JSU0366	-
83	NT030924JSU0269	-	123	NT030924JSU0367	-
84	NT030924JSU0270	-	124	NT030924JSU0370	-
85	NT030924JSU0280	-	125	NT030924JSU0371	-
86	NT030924JSU0281	-	126	NT030924JSU0377	-
87	NT030924JSU0286	-	127	NT030924JSU0378	-
88	NT030924JSU0288	-	128	NT030924JSU0380	-
89	NT030924JSU0289	-	129	NT030924JSU0381	-
90	NT030924JSU0291	-	130	NT030924JSU0382	-
91	NT030924JSU0292	-	131	NT030924JSU0383	-
92	NT030924JSU0293	-	132	NT030924JSU0387	-
93	NT030924JSU0294	-	133	NT030924JSU0388	-
94	NT030924JSU0295	-	134	NT030924JSU0389	-
95	NT030924JSU0297	-	135	NT030924JSU0390	-
96	NT030924JSU0300	-	136	NT030924JSU0391	-
97	NT030924JSU0301	-	137	NT030924JSU0395	-
98	NT030924JSU0305	-	138	NT030924JSU0397	-
99	NT030924JSU0307	-	139	NT030924JSU0399	-
100	NT030924JSU0313	-	140	NT030924JSU0404	-
101	NT030924JSU0315	-	141	NT030924JSU0405	-
102	NT030924JSU0317	-	142	NT030924JSU0411	subject to clarification regarding other IIT employee
103	NT030924JSU0322	-	143	NT030924JSU0412	-
104	NT030924JSU0324	-	144	NT030924JSU0413	-
105	NT030924JSU0329	-	145	NT030924JSU0415	-
106	NT030924JSU0332	-	146	NT030924JSU0417	-
107	NT030924JSU0335	-	147	NT030924JSU0418	-
108	NT030924JSU0336	-	148	NT030924JSU0419	-
109	NT030924JSU0342	-	149	NT030924JSU0420	-
110	NT030924JSU0343	-	150	NT030924JSU0421	-
111	NT030924JSU0344	-	151	NT030924JSU0423	-
112	NT030924JSU0345	-	152	NT030924JSU0426	-

153	NT030924JSU0429	-	192	NT030924JSU0528	-
154	NT030924JSU0431	-	193	NT030924JSU0529	-
155	NT030924JSU0437	-	194	NT030924JSU0530	subject to clarification regarding IITBBS employee
156	NT030924JSU0442	-	195	NT030924JSU0535	-
157	NT030924JSU0443	-	196	NT030924JSU0536	-
158	NT030924JSU0444	-	197	NT030924JSU0537	-
159	NT030924JSU0445	-	198	NT030924JSU0540	-
160	NT030924JSU0452	-	199	NT030924JSU0541	-
161	NT030924JSU0455	-	200	NT030924JSU0542	-
162	NT030924JSU0456	-	201	NT030924JSU0543	-
163	NT030924JSU0457	-	202	NT030924JSU0547	-
164	NT030924JSU0462	-	203	NT030924JSU0549	-
165	NT030924JSU0466	-	204	NT030924JSU0550	-
166	NT030924JSU0467	-	205	NT030924JSU0551	-
167	NT030924JSU0468	-	206	NT030924JSU0553	-
168	NT030924JSU0469	-	207	NT030924JSU0554	-
169	NT030924JSU0471	-	208	NT030924JSU0555	-
170	NT030924JSU0474	-	209	NT030924JSU0557	-
171	NT030924JSU0476	-	210	NT030924JSU0558	-
172	NT030924JSU0477	-	211	NT030924JSU0559	-
173	NT030924JSU0478	-	212	NT030924JSU0560	-
174	NT030924JSU0479	-	213	NT030924JSU0566	-
175	NT030924JSU0484	-	214	NT030924JSU0567	-
176	NT030924JSU0485	-	215	NT030924JSU0571	-
177	NT030924JSU0486	-	216	NT030924JSU0572	-
178	NT030924JSU0499	-	217	NT030924JSU0578	-
179	NT030924JSU0500	-	218	NT030924JSU0580	-
180	NT030924JSU0501	-	219	NT030924JSU0582	-
181	NT030924JSU0504	-	220	NT030924JSU0583	-
182	NT030924JSU0505	-	221	NT030924JSU0586	-
183	NT030924JSU0506	-	222	NT030924JSU0587	-
184	NT030924JSU0508	-	223	NT030924JSU0594	-
185	NT030924JSU0511	-	224	NT030924JSU0597	-
186	NT030924JSU0515	-	225	NT030924JSU0599	-
187	NT030924JSU0516	-	226	NT030924JSU0600	-
188	NT030924JSU0522	-	227	NT030924JSU0601	-
189	NT030924JSU0523	-	228	NT030924JSU0603	-
190	NT030924JSU0524	-	229	NT030924JSU0607	-
191	NT030924JSU0525	-	230	NT030924JSU0608	-

231	NT030924JSU0609	-	240	NT030924JSU0627	-
232	NT030924JSU0611	-	241	NT030924JSU0633	-
233	NT030924JSU0615	Subject to clarification regarding IITBBS employee	242	NT030924JSU0644	-
234	NT030924JSU0616	-	243	NT030924JSU0645	-
235	NT030924JSU0617	-	244	NT030924JSU0646	-
236	NT030924JSU0621	-	245	NT030924JSU0647	-
237	NT030924JSU0623	-	246	NT030924JSU0649	Subject to production of permanent disability certificate
238	NT030924JSU0625	-	247	NT030924JSU0650	-
239	NT030924JSU0626	-	248	NT030924JSU0660	-

List of **Not Shortlisted** candidates with reason of rejection for the post of**“Junior Superintendent”**

Sl. No.	Application No.	Reasons for Rejection	Sl. No.	Application No.	Reasons for Rejection
1	NT030924JSU0009	NARE in Govt. Sector; PSU	35	NT030924JSU0095	NARE in Govt. Sector
2	NT030924JSU0011	NARE after Degree	36	NT030924JSU0096	NARE in Govt. Sector
3	NT030924JSU0013	NARE in Govt. Sector	37	NT030924JSU0097	NRE
4	NT030924JSU0025	OA	38	NT030924JSU0098	NARE
5	NT030924JSU0029	NEQ, NRE	39	NT030924JSU0103	NRE in Govt. Sector
6	NT030924JSU0032	NARE in Govt. Sector	40	NT030924JSU0105	NARE after qualifying degree
7	NT030924JSU0035	NARE in Govt. Sector	41	NT030924JSU0106	NRE
8	NT030924JSU0036	NARE after qualifying degree	42	NT030924JSU0108	NRE
9	NT030924JSU0040	NARE, NRE	43	NT030924JSU0112	NRE
10	NT030924JSU0048	NRE in Govt. Sector	44	NT030924JSU0119	NRE
11	NT030924JSU0050	NRE	45	NT030924JSU0121	NARE in Govt. Sector after qualifying degree
12	NT030924JSU0052	NRE in Govt. Sector	46	NT030924JSU0129	NRE
13	NT030924JSU0055	OA	47	NT030924JSU0135	NARE in Govt. Sector
14	NT030924JSU0057	NRE in Govt. Sector	48	NT030924JSU0136	OA
15	NT030924JSU0058	NARE in Govt. Sector	49	NT030924JSU0139	NE
16	NT030924JSU0062	NARE after qualifying degree	50	NT030924JSU0143	NRE in Govt. Sector
17	NT030924JSU0063	NARE	51	NT030924JSU0144	NRE in Govt. Sector
18	NT030924JSU0067	NRE in Govt. Sector	52	NT030924JSU0147	NRE in Govt. Sector
19	NT030924JSU0068	NARE	53	NT030924JSU0149	NARE
20	NT030924JSU0071	NE	54	NT030924JSU0161	NE
21	NT030924JSU0073	NARE in Govt. Sector	55	NT030924JSU0162	NARE
22	NT030924JSU0076	NAF, WRONG INFO, NRE	56	NT030924JSU0166	OA
23	NT030924JSU0077	NARE in Govt. Sector	57	NT030924JSU0169	NRE in Govt. Sector
24	NT030924JSU0080	NE	58	NT030924JSU0172	OA
25	NT030924JSU0081	OA	59	NT030924JSU0175	NRE
26	NT030924JSU0082	NE	60	NT030924JSU0176	NRE Govt. Sector
27	NT030924JSU0083	NARE in Govt. Sector	61	NT030924JSU0177	OA
28	NT030924JSU0084	NRE in Govt. Sector	62	NT030924JSU0184	NARE in Govt. Sector
29	NT030924JSU0086	NE	63	NT030924JSU0189	OA
30	NT030924JSU0089	NARE in Govt. Sector, NRE	64	NT030924JSU0190	OA
31	NT030924JSU0090	NRE	65	NT030924JSU0195	NRE in Govt. Sector
32	NT030924JSU0092	NARE in Govt. Sector	66	NT030924JSU0196	NRE in Govt. Sector
33	NT030924JSU0093	NE	67	NT030924JSU0199	NRE
34	NT030924JSU0094	NARE after Qualifying Degree	68	NT030924JSU0201	NRE in Govt. Sector

69	NT030924JSU0204	NRE	111	NT030924JSU0374	NRE
70	NT030924JSU0206	OA, NRE	112	NT030924JSU0376	NRE
71	NT030924JSU0208	NARE after qualifying degree	113	NT030924JSU0379	NARE
72	NT030924JSU0212	NRE	114	NT030924JSU0384	NARE
73	NT030924JSU0214	NARE	115	NT030924JSU0385	NRE
74	NT030924JSU0215	OA, NRE	116	NT030924JSU0394	NARE in Govt. Sector
75	NT030924JSU0230	NRE	117	NT030924JSU0402	NARE
76	NT030924JSU0239	NRE in Govt. Sector	118	NT030924JSU0403	NARE
77	NT030924JSU0240	NARE in Govt. Sector	119	NT030924JSU0407	NARE in Govt. Sector
78	NT030924JSU0246	NARE	120	NT030924JSU0410	NARE after Degree
79	NT030924JSU0255	NE	121	NT030924JSU0425	NARE in Govt. Sector
80	NT030924JSU0256	NRE	122	NT030924JSU0427	NARE
81	NT030924JSU0257	NRE in Govt. Sector	123	NT030924JSU0428	NARE after qualifying degree
82	NT030924JSU0258	NRE	124	NT030924JSU0430	NARE
83	NT030924JSU0268	NRE	125	NT030924JSU0432	NRE
84	NT030924JSU0272	NARE in Govt. Sector	126	NT030924JSU0433	NARE
85	NT030924JSU0276	NARE	127	NT030924JSU0436	NRE
86	NT030924JSU0278	NARE	128	NT030924JSU0441	NARE
87	NT030924JSU0282	NARE	129	NT030924JSU0446	NRE in Govt. Sector
88	NT030924JSU0285	NARE	130	NT030924JSU0449	NRE in Govt. Sector
89	NT030924JSU0296	NRE in Govt. Sector	131	NT030924JSU0450	NE
90	NT030924JSU0298	NRE in Govt. Sector	132	NT030924JSU0453	OA
91	NT030924JSU0302	NRE	133	NT030924JSU0454	NRE in Govt. Sector
92	NT030924JSU0303	NE	134	NT030924JSU0458	NRE
93	NT030924JSU0308	NARE in Govt. Sector	135	NT030924JSU0459	NARE in Govt. sector
94	NT030924JSU0316	NARE	136	NT030924JSU0463	NRE in Govt. Sector
95	NT030924JSU0318	NRE in Govt. Sector	137	NT030924JSU0465	OA
96	NT030924JSU0320	NEQ	138	NT030924JSU0472	NRE in Govt. Sector
97	NT030924JSU0321	NARE in Govt. Sector	139	NT030924JSU0475	NARE after degree
98	NT030924JSU0323	NRE in Govt. Sector	140	NT030924JSU0480	NRE in Govt. Sector
99	NT030924JSU0325	NE	141	NT030924JSU0482	NRE after degree
100	NT030924JSU0328	NARE in Govt. Sector	142	NT030924JSU0489	NE
101	NT030924JSU0331	NARE	143	NT030924JSU0492	NRE
102	NT030924JSU0334	NARE in Govt. Sector	144	NT030924JSU0494	NARE in Govt. Sector
103	NT030924JSU0337	NARE after qualifying degree	145	NT030924JSU0495	NARE
104	NT030924JSU0338	NRE in Govt. sector	146	NT030924JSU0497	NARE in Govt. Sector
105	NT030924JSU0350	NE	147	NT030924JSU0503	OA
106	NT030924JSU0351	NARE after Degree	148	NT030924JSU0507	NRE
107	NT030924JSU0352	NRE	149	NT030924JSU0510	NARE in Govt. Sector
108	NT030924JSU0356	OA	150	NT030924JSU0512	NARE in Govt. Sector
109	NT030924JSU0365	NE	151	NT030924JSU0517	NARE
110	NT030924JSU0372	NRE	152	NT030924JSU0518	OA

153	NT030924JSU0519	NRE in Govt. Sector	171	NT030924JSU0602	NARE
154	NT030924JSU0521	NARE in Govt. Sector after qualifying degree	172	NT030924JSU0605	OA
155	NT030924JSU0526	NRE	173	NT030924JSU0612	NRE
156	NT030924JSU0545	NARE after Degree	174	NT030924JSU0614	NRE
157	NT030924JSU0552	NARE in Govt. Sector	175	NT030924JSU0619	NE
158	NT030924JSU0563	NARE	176	NT030924JSU0620	NRE
159	NT030924JSU0564	OA	177	NT030924JSU0622	NE
160	NT030924JSU0568	NARE in Govt. Sector	178	NT030924JSU0629	OA
161	NT030924JSU0570	NARE in Govt. Sector	179	NT030924JSU0632	NRE in Govt. Sector
162	NT030924JSU0573	NAF	180	NT030924JSU0637	NARE in Govt. Sector
163	NT030924JSU0577	NARE after qualifying degree	181	NT030924JSU0641	NARE in Govt. Sector
164	NT030924JSU0579	OA	182	NT030924JSU0642	NRE in Govt. Sector
165	NT030924JSU0584	NE	183	NT030924JSU0651	NRE in Govt. Sector
166	NT030924JSU0589	NRE	184	NT030924JSU0654	NRE
167	NT030924JSU0590	OA	185	NT030924JSU0656	NARE in Govt. Sector
168	NT030924JSU0591	OA	186	NT030924JSU0657	NRE in Govt. Sector
169	NT030924JSU0592	NRE	187	NT030924JSU0659	NRE
170	NT030924JSU0596	NARE after Qualifying Degree			

Sl. No.	Abbreviation of rejection criteria	
1	NEQ	No Essential Educational Qualification
2	NARE	No Adequate Required Experience
3	NRE	No Relevant Experience
4	NE	No Experience
5	OA	Overage
6	NSRD	Non- Submission of Required Documents
7	NBRC	Not Belongs to Required Category
8	NAF	No Application Fees

(To be issued in Letter Head of the Institution/Issuing Authority)

Experience Certificate

This is to certify that Shri/Ms. _____ is/was an employee of _____ (Organization/Department/Ministry) and duties performed by him/her during the period are as under:

Details of experience (please indicate the latest first, add row if necessary)

Sl. No.	Post held	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of appointment (permanent/ temporary/ Part-time/ contract)	Pay level/ Scale	Last basic pay drawn	Duties performed/ experience gained in brief in each post (max. 50 words)
1	2	3	4	5	6	7	8

It is certified that above facts and figures are true and based on service records available in our organization/ Department/ Ministry.

Dated:

Signature

(Name & Designation of the Competent Authority with seal)