

**CHECKLIST FOR VERIFICATION OF DOCUMENT IN R/O
TRAINED GRADUATE TEACHER - SPECIAL EDUCATION TEACHER
POST CODE 93/20 (INCLUSIVE EDUCATION BRANCH)
DIRECTORATE OF EDUCATION, GNCTD.**

Sr. no	Documents Required
1.	Acceptance form
2.	04 passport size photographs
3.	10th class certificate showing DOB
4.	10th class marksheet
5.	12th class certificate
6.	12th class marksheet
7.	Graduation degree/ provisional certificate
8.	Graduation marksheet
9.	B.Ed Special Education/ B.Ed General Degree/ Provisional certificate
10.	B.Ed Special Education / B.Ed General Marksheet
11.	Diploma/PGPD in Special Education Certificate
12.	Diploma/PGPD in Special Education Marksheet
13.	Any other qualification certificate
14.	Any other qualification marksheet
15.	RCI Registration Certificate
16.	CTET certificate
17.	SC/ST/OBC (Delhi) Certificate (if applicable)
18.	NCL and EWS certificate issued before cut-off date
19.	Latest NCL and EWS certificate
20.	Affidavit regarding Creamy layer (for OBC candidates only)
21.	One of the original identity card (Aadhar card/DL/PAN card/Voter ID)
22.	Original DSSSB admit card (duly signed by the invigilator)
23.	Any other information

Note: 02 set of photocopies of each document mentioned above are required.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 DIRECTORATE OF EDUCATION : INCLUSIVE EDUCATION BRANCH
 AMRITA SHERGIL SCHOOL BUILDING
 BEHIND LADY SHRI RAM COLLEGE,
 LAJPAT NAGAR-IV, NEW DELHI-110024**

FORM FOR ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby accept the all terms & conditions to the post of Trained Graduate Teacher - Special Education Teacher (Post Code - 93/20) offered to me vide Memorandum No. dated I hereby submit my particular as under:-

1.	Father's Name		Affix recent Passport size photograph and Signature
2.	Husband's Name		
3.	Date of Birth	(in figure)	
		(in words)	
4.	Religion		
5.	Whether belong to SC/ST/ OBC/PH/ Ex-Servicemen etc.		

6. Academic/Professional Qualification from 10th onwards:-

S. No.	Name of Course/ Degree etc.	Name of Board/ University	Subject	Division	% age	Year of Passing

7.	If Displaced person, Place from where migrated	
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8. Details of Post(s) held previously, if any:-

Name of the post	Date of joining	Date of Leaving	Name of the Employer(s)

9.	Present Address Phone No. E-mail	
10.	Permanent Address Phone No.	
11.	If employed at present, the date when he/she will be relieved from the post.	
12.	Any other information	

DECLARATION

I solemnly declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed.

Dated :

Signature:

Name:
(In block letters)

UNDERTAKING

I give an undertaking that I have never been debarred by any Board/University/Commission in any examination. If at any stage it is found false or detected incorrect, my candidature/selection/appointment is liable to be cancelled/terminated automatically without any notice to me and action can be taken against me accordingly.

Signature:

Name:
(in block letters)

Roll No.
TGT-Special Education Teacher
Post code:93/20

DECLARATION

I hereby declare as under:-

- (a) That I am Unmarried/Widower/Widow.
- (b) That I am married and have only one spouse living.
- (c) That I have entered into or contracted a marriage with person having a spouse living.
Application for grant of exemption is enclosed.
- (d) That I have entered into and contracted a marriage with another person during the lifetime 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/false after my appointment. I shall be liable to be dismissed from service.

Dated :

Signature:

Name:
(In block letters)

OATH OF ALLEGIANCE FOR INDIAN NATIONALS

I do swear/solemnly affirm and declare that I will be faithful and bear true allegiance to India and to the Constitution of India, as by law established, that I will uphold the sovereignty of India and that I will carry out the duties of my office loyalty, honestly and with impartially.

Dated :

Signature:

Name:

(In block letters)

UNDERTAKING/FORM

Self declaration for getting services from Government Departments/Local Bodies/Autonomous Institutions under GNCT of Delhi.

I _____ son/daughter of Sh. _____

Age _____ (years) resident of _____

Do hereby affirm and declare:-

1. That the certificates/documents produced by me and the copies of the same deposited by me with the application form are genuine and are issued by the recognized Institute/Board/University, and if the same are proved to be fake/false during the course of verification of certificates/documents by the DSSSB/Directorate of Education as the case may be and subsequently by the employer, my service shall be liable to be terminated without any notice in addition to penal action as warranted by the appropriate authority.

2. That the information given to the Department in the Acceptance form of Offer of Appointment and at any other stage of the appointment in the enclosed documents/Performa is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information is a punishable offence and in case I am guilty of giving false information or concealment of facts herein, I will be liable to be punished with imprisonment and/or fine as per the relevant provisions of law. I also undertake that the benefits availed by me by furnishing such false information or concealment of facts shall be liable to be summarily withdrawn.

3. That I bear good moral Character and the same may be got verified from any Appropriate Authority.

Signature _____

Full Name in Capital Letters _____

Place _____

Date _____

UNDERTAKING
(For OBC candidates only)

I _____ son/daughter of Shri _____
resident of village/town/city _____ District _____
State _____ hereby declare that I belong to the _____
community which is recognized as a backward class by the Govt. of Delhi for the purpose of
reservation in service/appointment in Delhi Government service in accordance with
notification No.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 person/section (Creamy Layer) mentioned in
Column 3 of the Schedule in Department of Personal and Training office Memorandum No.
36012/22/93-Estt. (SCT date 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 the prescribed limits as on financial year ending on March 31,
..... **(year to be checked)** I understand that my appointment/offer will stand cancelled
in case the "Non-creamy Layer Certificate" submitted by me is found not genuine/invalid.

OBC certificate no. Dated:
NCL certificate no. Dated:

Place:
Dated:

Signature:

Name:

(In block letters)

**EMPLOYEE INFORMATION FOR POSTING ON THE POST OF TRAINED GRADUATE TEACHER -
SPECIAL EDUCATION TEACHER POST CODE 93/20**

1. First Name : _____
2. Middle Name : _____
3. Last Name : _____
4. Date of Birth : _____
5. Father/Husband Name : _____
6. Marital Status : _____
7. Gender (Male/Female) : _____
8. Category : _____
(SC/ST/OBC/PH/Gen.)
9. Residential Address : _____
10. Nearest Govt. School from : _____
Residence (For calculation of
Distance for allotment of school)
11. Contact No. : _____
12. CRR No. of RCI and specialisation: _____

Dated:.....

SIGNATURE OF CANDIDATE

NAME:.....
(in block letters)

SELF DECLARATION FORM

I, S/o, D/o, W/o do hereby undertake that I am the same person who applied for the post of **TRAINED GRADUATE TEACHER - SPECIAL EDUCATION TEACHER (POST CODE - 93/20)** and whose name, photograph, signature and other particulars are appeared in the application form/acceptance on offer of appointment, affidavit and other educational certificate etc.

(Candidate has to write the above mentioned statement in his/her running handwriting in the box given below)

SIGNATURE OF CANDIDATE

NAME:.....
(in block letters)

Thumb impression	
LTI	RTI

UNDERTAKING

It is hereby undertaken that the information furnished by me are true and correct and the OBC Certificate is as per provisions contained in DSSSB advertisement number 04/20 and in the event of being found false or detected incorrect or incomplete at any stage or any ineligibility being detected after the appointment, my candidature/appointment is liable to be cancelled/terminated automatically without any notice and action can be taken against me by the department as per Rules.

Signature.....

Name of candidate.....

Roll No.....

Post Code - 93/20

Trained Graduate Teacher - Special Education Teacher

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 GOVT.

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

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form,, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished 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 capitals letters) with aliases, if any (Place indicate if you have added or dropped in any stage any part of your name of surname.	
2.	Present address in full (i.e. Village, Thana and Distt. Or House No., Lane / Street Road and Town)	
3.	(a) Home address in full (i.e. Vill., Thana and Distt. Or House No., Lane / Street / Road and Town have of Distt. Hqr.	
	(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 period of residence) 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 address in full (i.e. Village, Thana & District or House No. & Street / Road and Town	Name of the District Hqtr., of the place mentioned in the preceding column

5.	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address.)	Present postal address (if dead, give last Address)	Permanent Home Address
i) Father (Name in Full) ii) Mother iii) Wife/Husband iv) Brother(s) v) Sister(s)						

5. (a) Information to be furnished with regard to sons and / or daughters in case they are studying / living in a foreign country.				
Name which (By Birth and / Or by Domicile)	Nationality (By Birth and / Or by Domicile)	Place of Birth	Country in which studying / studying / living with Full Address	Date from which Studying / Living in the country mentioned in the previous column

6. Nationality :

7. (a) Date of Birth :
 (b) Present Age :

11. (a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. 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 dates of employment up to date				
Period		Designation, emoluments & Nature of employment	Full name / address of	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India / State Govt./an undertaking owned or Controlled by the Govt. of India or a State Govt. an Autonomous Body / University / Local Body, if you had left service on giving one month's notice under Rule 5 of the Central Service (temporary service) Rules 1965 or any similar corresponding rules or where any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you give notice of termination of service or at a subsequent date (s) before your service.

12. (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 restricted 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 Yes/No

time of filling up this Attestation Form ?

- (k) Whether discharged / expelled / withdrawn Yes/No
From any training / institution under the
Government or otherwise ?
- (ii) If the answer to any of the above mentioned question is "Yes" (give full particulars of the case / arrest / detention / fine / conviction / punishment, etc. and /or the nature of the case pending in the Court / University / Educational Authority, etc. at the time of filling up this Attestation Form.

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. Name of two responsible persons of your locality or two references to 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.

Signature of the Candidate

Place:

Date :

IDENTITY CERTIFICATE

(Certificate to be signed by any 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 _____ months
and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

Signature
Designation or Status & Address

Place:

Date :

TO BE FILLED BY OFFICE

- i) Name, Designation and Full Address of the appointment authority
- ii) Post for which the candidate is being considered.