

**No.A-18011/1/2019-P&AR (GSW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GENERAL SERVICE WING)**

**Aizawl, the 27<sup>th</sup> September, 2019**

**OFFICE MEMORANDUM**

**Subject:** Guidelines for verification of character and antecedents of candidates selected for appointment to Group 'A', 'B', 'C' and 'D' posts under the Government of Mizoram

The Government has been considering for quite some time the issue of verification of character and antecedents of candidates selected for appointment to Group 'A', 'B', 'C' and 'D' posts under the Government of Mizoram. Taking into account the broad guidelines on the subject matter issued by the Government of India in Ministry of Home Affairs, Department of Personnel and Administrative Reforms vide OM No.18011/9(s)/78-Estt.(B) dt. 02.07.1982 and Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide OM No.18011/2(s)/2016-Estt. (B)(i) dt. 29.06.2016, the guidelines to be followed for verification of character and antecedents of candidates prior to appointment to Group 'A', 'B', 'C' and 'D' posts under the Government of Mizoram are hereby laid down as follows which will come into force with immediate effect:

**2. DETERMINATION OF SUITABILITY OF A PERSON FOR APPOINTMENT TO GOVERNMENT SERVICE:**

- 1) Pre-appointment verification is a pre-requisite for appointment to government service. It will be the responsibility of the appointing authority to satisfy itself about the identity and suitability of the candidate according to the prescribed criteria before making any appointment. The following criteria may be considered undesirable for employment under Government:-
  - a) those who are, or have been, members of or associated with any body or association declared unlawful after it was so declared, provided the body or association continues to be declared unlawful at the time of the verification;
  - b) those who have been charged with, or against whom there is substantial evidence of, participation in or association with any activity or programme which is aimed at:
    - i) Subversion of the Constitution;
    - ii) Overawing or overthrowing by force or by unconstitutional means the government established by law in India;
    - iii) Causing organised breach or defiance of law involving violence;

- iv) Bringing about, on any ground whatsoever, the cession of a part of the territory of India or the secession of a part of the territory of India from the Union, or which support any claim for cession or which supports any claim for cession or secession, or which incites any individual or group of individuals to bring about such cession or secession;
  - v) Disclaiming, questioning or disrupting the sovereignty and territorial integrity of India or being prejudicial to the security of the State
  - vi) Promoting, or propagating or attempting to create on grounds of religion, race, language, caste or community feelings of enmity or hatred or disharmony between different sections of the people.
- c) those who have been associated with foreign powers or their agents in a manner which may give rise to a reasonable presumption of activities prejudicial to the national interest;
  - d) those against whom there is substantial evidence of, participation in or association with, any subversive or criminal activity or such activities as may render them unsuitable for public employment, or are considered likely to affect their integrity and efficiency in service;
- 2) Participation in any such activities as stated above, particularly within 3 years of the date of enquiry, should be considered as evidence that the person is unsuitable for Government employment unless there is, in the interval, positive evidence of a change of attitude.
  - 3) Normally a person convicted of an offence involving moral turpitude should be regarded as ineligible for Government Service provided in cases where the appointing authority feels that there are redeeming features and reasons to believe that such a person has cured himself of the weakness, specific approval of Government may be obtained for his employment.

**Notes:**

- 1) Participation in the activities of communal organisations (including their front organisations) will also be covered by paragraph 2(1)(b)(vi)
- 2) Mere membership at some stage of a political party which is not banned by the Government during the period of such membership cannot be deemed to *ipso facto* disqualify a person from Government service except where such membership has resulted in his taking part in anti-national or communal or similar activities.
- 3) Participation in student politics or students organisation in the University will not be a bar unless it involves participation in extremist activities involving violence, subversion etc. In such cases, the verification report will be considered on the basis of the facts revealed therein.

**3. PROCEDURE FOR VERIFICATION OF CHARACTER AND ANTECEDENTS:**

There shall be two procedures for verification of character and antecedents of candidates selected for appointment to Group 'A', 'B', 'C' and 'D' posts as follows:

- 1) **Detailed verification:** Detailed verification shall be done in respect of appointment to Group 'A' and 'B' posts. It involves the following steps:
  - a) Filling up of the Attestation Form at *Annexure-I* by the candidate. The form shall be made available to the candidate by the concerned appointing authority.
  - b) Verification of the entries in the Attestation Form by the district police authorities as per the prescribed format for Police Verification Report at *Annexure-II*. The duly filled up Attestation Form shall be sent by the appointing authority to the Superintendent of Police of the concerned district for verification.
  - c) Production of a Certificate of Character as per the format at *Annexure-III* signed by any Gazetted Officer under the Central/State Government serving in the same district where the candidate ordinarily resides having a certain degree of knowledge of the character and antecedents of the candidate concerned.
  - d) The Certificate of Character is to be countersigned further by the District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate of the district where the candidate ordinarily resides after receipt of Police Verification Report (*Annexure-II*) on the Attestation Form. The appointing authority concerned shall send the duly filled up Attestation Form in *Annexure-I*, Police Verification Report in *Annexure-II* and the Certificate of Character in *Annexure-III* for countersignature to the concerned District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate. The concerned Magistrate, before putting his countersignature, may order further verification if he has reasons to believe that the candidate is not suitable for appointment under the government in terms of the criteria laid down in paragraph 2 of this O.M.
- 2) **Simple verification:** Simple verification shall be done in respect of appointment to Group 'C' and 'D' posts. It involves the following steps:
  - a) Filling up of the Attestation Form at *Annexure-I* by the candidate. The form shall be made available to the candidate by the concerned appointing authority.
  - b) Verification of the entries in the Attestation Form by the district police authorities as per the prescribed format for Police Verification Report at *Annexure-II*. The duly filled up Attestation Form shall be sent by the appointing authority to the Superintendent of Police of the concerned district for verification.
  - c) Production of a Certificate of Character as per the format at *Annexure-IV* signed by any Gazetted Officer under the Central/State Government serving in the same district where the candidate ordinarily resides having

a certain degree of knowledge of the character and antecedents of the candidate concerned. Countersignature of the District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate on the Certificate of Character is not necessary in the case of simple verification.

**4. TIMELINE FOR COMPLETION OF VERIFICATION OF CHARACTER AND ANTECEDENTS:**

- 1) The Attestation Form as per the format at *Annexure-I* shall be duly filled up by the candidate and returned within 3 working days from the date of receipt of the same from the appointing authority concerned. Certificate of Character as per the prescribed format, either in *Annexure-III* for Group 'A' and 'B' posts without the countersignature or *Annexure-IV* for Group 'C' and 'D' posts, shall also be obtained concurrently within this timeline by the candidate from any competent Gazetted Officer.
- 2) Verification of the entries in the Attestation Form by the district police authorities as per the prescribed format for Police Verification Report at *Annexure-II* shall be done within 10 working days from the date of receipt of the duly filled up Attestation Form from the appointing authority concerned.
- 3) Countersignature of the concerned District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate on the Certificate of Character at *Annexure-III* for Group 'A' and 'B' posts shall ordinarily be done within 2 working days from the date of receipt of the necessary documents from the concerned appointing authority, in case further verification of the character and antecedents is not considered necessary. However, if further verification is considered necessary by the concerned Magistrate, then, the process of verification must be completed within 7 working days.
- 4) The entire process of verification of character and antecedents must necessarily be completed within 30 working days counted from the date of supply of the Attestation Form to the candidate. In case the process cannot be completed within the said time limit owing to defaults on the part of the Magistrates or the police authorities, then, the appointing authority concerned will be at liberty to issue a provisional appointment order which, however, will be subject to the outcome of the process of verification of character and antecedents of the candidate.

**5. ISSUE OF APPOINTMENT ORDER TO CANDIDATES:**

- 1) Issue of appointment order to the candidate should be done immediately in case there are no objections after completion of the process of verification of character and antecedents of the candidate concerned provided all other pre-appointment formalities are duly completed.
- 2) In the case of issue of provisional appointment order as specified at paragraph 4(4), if it is found beyond doubt that the character and antecedents of the candidate are not suitable for appointment to government

service or any false information is given by the candidate in his/her Attestation Form, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence. However, once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment order will be confirmed.

**6. APPLICATION:**

These instructions shall be applicable for appointment to all Group 'A', 'B', 'C' and 'D' posts under the Government of Mizoram including appointments under constitutional bodies and statutory bodies, unless anything contrary is prescribed in the relevant Acts/rules/regulations, and bodies substantially financed by the Government. In addition, regular appointment of existing Contract, Work-charged, Muster Roll and any ad hoc/officiating employees based on the relevant regularisation schemes shall also be governed by these instructions.

7. All Administrative Heads of Departments are requested to bring these instructions to the notice of all appointing authorities under their control, including appointing authorities under Constitutional bodies, statutory bodies, public sector undertakings and bodies substantially financed by the Government, unless anything contrary is prescribed in the relevant Acts/rules/regulations, with an instruction to scrupulously observe the above instructions in making appointments in their respective offices.

**Sd/- LALRINSANGA**


Joint Secretary to the Govt. of Mizoram

**Memo. No.A-18011/1/2019-P&AR(GSW)**

**Aizawl the 27<sup>th</sup> Sept., 2019**

Copy to:

1. Secretary to Governor
2. Addl. Chief Secretary to Chief Minister
3. P.S. to Deputy Chief Minister
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. P.P.S. to Chief Secretary
6. All Administrative Departments
7. Secretary, MPSC/MIC/SEC/AMC
8. All Heads of Departments
9. All Deputy Commissioners
10. All Superintendent of Police
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the official website
13. Guard File

  
27/9/19  
**(LALROHLUA)**

Under Secretary to the Govt. of Mizoram  
Deptt. of Personnel & Administrative Reforms

## ATTESTATION FORM

<p>_____</p> <p>Affix signed passport size copy (5cms X 7 cms.) approx. of recent photograph</p> <p>_____</p>		<p style="text-align: center;"><b>“WARNING”</b></p> <p>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.</p> <p>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.</p> <p>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 services would be liable to be terminated.</p>
1.	Name in full (in capital letters) (Please indicate if you have added or dropped in any stage, any part of your name or surname)	
2.	Present Address in full (i.e. Village, Thana and District, or House Number, Lane/Street/Road & Town)	
3.(a)	Home Address in full (i.e. Village, Thana & District, or House Number, Lane/Street/Road and Town and name of District Headquarters)	
3.(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.	Aadhaar Number	

5.	Elector's Photo Identity Card (EPIC) number		
6.	Phone number		
7.	Nationality		
8.	Date of Birth (as per confirmatory documentary evidences such as HSLC or Birth Certificate)		
9.(a)	Place of birth, district and state in which situated		
9.(b)	District and State to which you belong		
9.(c)	District and State to which your father originally belong		
10.(a)	Your Religion (i.e. Christianity/Hinduism/ Islam/Sikhism/Buddhism/ Jainism, etc.)		
10.(b)	Are you a member of a Scheduled Caste/Scheduled Tribe/Other Backward Classes?		
11.	Particulars of places (with periods 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 Number, Lane/Street/Road & Town
			Name of the District Headquarters of the place mentioned in preceding column.

12.	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
a) Father						
b) Mother						
c) Spouse						
13.	Information to be furnished with regard to son(s) and/or daughters 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 the previous column		
14.	Educational Qualification showing places of education with years in Schools and Colleges since 15 <sup>th</sup> year of age:					
Name of School/College (with full address)		Date of Entering	Date of Leaving	Examination Passed		
15.(a)	Are you holding or have at any time held an appointment under the Central or State Government or a Semi-government or a Quasi-government body or a public sector undertaking or private firm or institution? If so, give full particulars with date of employment up-to-date:					
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service		
From	To					



15.(b)	<p>If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/and Autonomous Body/University/Local Body,</p> <p>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 dates(s), before your services actually terminated?</p>	YES/NO
16.(i)	(a) Have you ever been kept under detention?	YES/NO
	(b) Have you ever been arrested?	YES/NO
	(c) Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)	YES/NO
	(d) Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation Form?	YES/NO
	(e) Have you ever been convicted by a court of Law for any offence?	YES/NO
	(f) Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	YES/NO
	(g) Have you ever been 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 or any other examination body for any of its examination/selection?	YES/NO
16.(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 attestation form:	

Notes:	(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
17.	Names of two responsible person of your locality or two references to whom you are known along with their phone numbers and signature:	1) _____  2) _____

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate: \_\_\_\_\_

Date :

Place :

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.

**POLICE VERIFICATION REPORT**

This is to certify that the entries in the Attestation Form as per the prescribed format at *Annexure-I* in respect of Mr/Mrs./Ms. \_\_\_\_\_ son/daughter of \_\_\_\_\_ and a resident of \_\_\_\_\_ have been duly verified on \_\_\_\_\_ (date of verification). There are no inconsistencies on the entries in the Attestation Form upon verification OR The following inconsistencies are found on the entries in the Attestation Form upon verification:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

There is nothing adverse against him/her in the records of the local Police station OR The following adverse entries are found in the records of the local Police station:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Date :

Place :

Signature and seal of the Superintendent of Police  
(SP)/Additional SP of the district

**CERTIFICATE OF CHARACTER**  
(For Group 'A' and 'B' posts)

Certified that I have known Mr./Mrs./Ms. \_\_\_\_\_ son/daughter of Mr./Mrs. \_\_\_\_\_ for the last \_\_\_\_\_ years and \_\_\_\_\_ months and that to the best of my knowledge and belief, he/she bears good moral character and there is nothing to render him/her unsuitable for employment under the Government.

Mr./Mrs./Ms \_\_\_\_\_ is not related to me.

Date : \_\_\_\_\_ Signature : \_\_\_\_\_  
Place : \_\_\_\_\_ Designation : \_\_\_\_\_

**COUNTERSIGNED**

(To be countersigned by the District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate of the district where the candidate ordinarily resides after proper verification of the Attestation Form by district police authorities)

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
Signature with designation and seal

**Notes:**

1. The Certificate of Character can be **signed** by any Gazetted Officer under the Central/State Government serving in the same district where the candidate ordinarily resides with a certain degree of knowledge of the character and antecedents of the candidate concerned.
2. The Certificate of Character can be **countersigned** only by the District Magistrate/Additional District Magistrate/Sub-Divisional Magistrate of the district where the candidate ordinarily resides after receipt of Police Verification Report (*Annexure-II*) on the Attestation Form

**CERTIFICATE OF CHARACTER**  
*(For Group 'C' and 'D' posts)*

Certified that I have known Mr./Mrs./Ms. \_\_\_\_\_ son/daughter of Mr./Mrs. \_\_\_\_\_ for the last \_\_\_\_\_ years and \_\_\_\_\_ months and that to the best of my knowledge and belief, he/she bears good moral character and there is nothing to render him/her unsuitable for employment under the Government.

Mr./Mrs./Ms \_\_\_\_\_ is not related to me.

Date :  
Place :

Signature :  
Designation :

**Note:** The Certificate of Character can be signed by any Gazetted Officer under the Central/State Government serving in the same district where the candidate ordinarily resides with a certain degree of knowledge of the character and antecedents of the candidate concerned.