

(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI) Changsari, Kamrup, Assam - 781101

# **CHECK LIST**

(for Joining as ..... in AIIMS, Guwahati

| 1.  | Acceptance for joining AIIMS, Guwahati.   |
|-----|---|
| 2.  | Character Certificate (Two Gazetted Officer) in the prescribed format.  |
| 3.  | Allegiance to the Constitution in the prescribed format.  |
| 4.  | Oath of Secrecy in the prescribed format.   |
| 5.  | Declaration regarding Bigamous Marriage in the prescribed format.   |
| 6.  | Home Town Declaration in the prescribed format.   |
| 7.  | Declaration on Dependent Family Members in the prescribed format with age proof copy.   |
| 8.  | Declaration for OBC in the prescribed format alongwith valid OBC Certificate within six months.   |
| 9.  | Declaration for Spouse is employed in Government Services in the prescribed format.   |
| 10. | Declaration of Marital Status from the new entrants to Govt. Service (alongwith marriage certificate if married).                                 |
| 11. | Employee Data Sheet in the prescribed format.   |
| 12. | Attestation Form in the prescribed format (Four copies duly filled and attested).   |
| 13. | Declaration of Characters and Antecedents (in Rs.10/- Stamp Paper).   |
| 14. | Undertaking for not tendering resignation within 6 months.  |
| 15. | Form for New Pension Scheme (details to be furnished by the Govt. Servant).   |
| 16. | Undertaking for submission of Factual Information in the prescribed format.   |
| 17. | Medical Examination Report in the prescribed format.  |
| 18. | Declaration of Immovable and Movable Property in the prescribed format.   |
| 19. | Affidavit on non-judicial Stamp Paper mentioning that all your Educational Qualifications and Experiences are from recognised Institutes/College. |
| 20. | Discharge/Relieving Certificate from your previous employer.  |
| 21. | Self-attested copies of all Educational(10 <sup>th</sup> onwards) & Experiences Certificates.   |

| Signat | ure : |
|--------|-------|
| Name   | •     |
| Date   | •     |

Dated :...../...../.....

То

The Director, AIIMS, Guwahati, Assam

Sub : Submission of acceptance for Joining in AIIMS, Guwahati as.....

#### Dear Madam,

With reference to your Offer of Appointment Letter No...... dated....., I hereby accept the Offer of Appointment and all the terms & condition as contained therein. A set of self-attested certificates of my all qualifications and experiences are also enclosed.

I thank you once again for providing me the opportunity to serve the Institute. I will join immediately as per the scheduled period given in Offer of Appointment.

#### Yours sincerely,

| Name:           |
|-----------------|
| Designation:    |
| Date of Birth : |



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# CHARACTER CERTIFICATE

| Certified that I have known Mr./Ms./                         |       |
|--|-------|
| Son/Daughter of Shri   | for   |
| the lastyearsmonths. He/She bears a good moral character and | is of |
| nationality. He/She is not related to me.                    |       |

| Place: | Signature                     | :             |
|--------|-------------------------------|---------------|
| Date : | Name (in Capita               | al Letters) : |
|        | Designation & /<br>with Stamp | Address :     |

### This certificate should be from any one of the following:

- 1. Gazetted Officer of Central or State Government;
- 2. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- 3. Sub-Divisional Magistrates/ Officers;
- 4. Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers;
- 5. Principal/Head Master of the recognized School/College/Institution where the candidate studied last;
- 6. Block Development Officer;
- 7. Post Masters;
- 8. Panchayat Inspectors.



### अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati (A statutory body under the aegis of Ministry of Health and Family Welfare, Gol) Changsari, Kamrup, Assam - 781101

### Allegiance to the Constitution

I ....., do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the Laws.

### Signature

| Name :  |        | <br> | <br>•••• | <br> | ••• | <br> | <br> | <br> |  |
|---------|--------|------|----------|------|-----|------|------|------|--|
| Designa | tion : | <br> | <br>     | <br> |     | <br> | <br> | <br> |  |
| Departm | nent : | <br> | <br>     | <br> |     | <br> | <br> | <br> |  |



### अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati (A statutory body under the aegis of Ministry of Health and Family Welfare, GoI) Changsari, Kamrup, Assam - 781101

### FORM - I

# OATH OF SECRECY

I, .....(name)

do swear/solemnly affirm 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 and integrity of India, and that I will carry out the duties of my office loyally, honestly, and with impartially. So "Help me God".

Signature : .....

Name : .....

Signature of Head of Office



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati (A statutory body under the aegis of Ministry of Health and Family Welfare, GoI) Changsari, Kamrup, Assam - 781101

Dated :....

# **Declaration Regarding Bigamous Marriage**

I hereby declare that I have not entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, have not entered into or contracted a marriage with me.

| Signature :   |
|---------------|
| Name :        |
| Designation : |
| Department :  |



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### HOME TOWN DECLARATION FORM

[OM No. 43/15/57-Estts. (A) dated 24-6-1958]

I,\_\_\_\_\_hereby declare that my home town is at the place as shown below for the purpose of availing Leave Travel Concession for self and family as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No.43/1/55/Estts - (A) Part-II dated 11-1-1956.

| Home Town/Place<br>of visit | Nearest Rly Station | District/Town &<br>State | Remarks |
|-----------------------------|---------------------|--------------------------|---------|
|                             |                     |                          |         |
|                             |                     |                          |         |
|                             |                     |                          |         |
|                             |                     |                          |         |
|                             |                     |                          |         |
|                             |                     |                          |         |

Signature

Name : .....
Designation : ....

Department : .....

Countersigned by .....

Head of Office



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Date: .....

### **Declaration on Dependent Family Members**

(1) Personal Details:

| 1  | Name                |  |
|----|---------------------|--|
| 2. | Designation         |  |
| 3. | Date of Birth       |  |
| 4  | Date of appointment |  |

(2) Details of the Dependent Family Members:

| SI. | Name(s) of the<br>member(s) of<br>the family* | Date of<br>birth | Age as<br>on date | Relationship | Marital<br>Status | Place mention<br>the category:<br>(a)Employed<br>(b)Pensioner<br>(c) Family<br>Pensioner<br>(d)Others | Personal<br>Annual<br>Income of<br>the<br>dependent |
|-----|---|------------------|-------------------|--------------|-------------------|---|---|
|     |   |                  |                   |              |                   |   |   |
|     |   |                  |                   |              |                   |   |   |
|     |   |                  |                   |              |                   |   |   |
|     |   |                  |                   |              |                   |   |   |

- (\*) (i) I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office of any addition or alteration.
  - (ii) Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.[http://persmin.gov.in/pension/rules/pencomp7.htm#Family\_Pension,\_19 64]
  - (iii) Wife and husband shall include respectively judicially separated wife and husband.
  - (iv) A self-certified proof of Date of Birth is enclosed in respect of dependent Brothers/Sisters, if any.

#### Signature of the Employee

# (3) For the use of Controlling Unit/Office of the HOD Forwarded

| Forwarded        | Recommended |
|------------------|-------------|
|                  |             |
| Section/Unit I/C | HOD         |

# (4) Administrative Approvals:

| Checked           | Verified &Submitted for<br>approval | Approved as per<br>Rules |
|-------------------|-------------------------------------|--------------------------|
| Dealing Assistant | Assistant Admin. Officer            | DD(A)/Director           |



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Changsari, Kamrup, Assam - 781101

То

The Executive Director, AIIMS, Guwahati, Assam

#### DECLARATION (OBC Candidates only)

Date:....

Signature of the candidate

Name & Permanent Address

.....

Note: To be filled only by OBC category



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Date: .....

### DECLARATION

### (If Spouse is employed in Government Service)

I,.....Son/Daughter of Shri......District .....District .....State ......hereby declare that my spouse is employed/not employed in Government Service, and she/he is not availing the following facilities for herself/himself or for any of the family members from the Parent Department/Institute working for. I read the enclosed provisions made in the GovernmentOrders (printed overleaf) in this regard and undertake to inform the Institute as and when there is any change in the status of employment of my spouse in respect of the following conditions.

- 1) Medical Attendance/Treatment
- 2) House Building Advance
- 3) Children's Educational Assistance
- 4) Family Planning Special Increment
- 5) Leave Travel Concession
- 6) Travelling Allowance
- 7) Family Pension
- 8) House Rent Allowance, if residing in Govt. Quarters
- 9) Central Government Health Scheme
- 10) Allotment of Residence

The relevant Rules as summarized in the enclosure (appended overleaf) are read and certified that the same will be complied from time to time. I/we understand that any violation will attract legal proceedings and penal provision as per Govt. Rules.

| Signature of Spouse,<br>if employed<br>elsewhere in Govt<br>establishments | Signature of<br>Employee |
|--|--------------------------|
| Name :   | Name :                   |
| PF No. :   | PF No. :                 |
| Designation :  | Designation :            |
| Department :   | Department :             |
| Address :  | Address :                |



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### MARITAL DECLARATION

(To be obtained from new entrants to Government Service)

- 1. I, Shri/Smt./Kumari.\_\_\_\_\_declare as under: -
  - (i) That I am unmarried/a widower/a widow.
  - (ii) That I am married and have only one spouse living.
  - (iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
  - (iv) 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.
- 2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date : .....

Signature



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| Affix<br>Passport<br>Size<br>Photograph |   | EMPLOYEE DATA SHEET  1. Name in Full (First Surname) |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|---|---|--|--------|-------|-------|-------|-------|------|-------|-------|-------|------------------|-------|-------|--------------|----|
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        | _     |       |       |       |      | •     |       |       | Single           |       | ried  | Marr         | 2. |
|   |   |  |        | me)   | Surna | rst S | e (Fi | Nam  | ther' | 3. Mo |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      | )     | name  | t Su  | ne (Firs         | s Nan | ner's | Fath         | 4. |
|   |   |  | ion) : | icati | nmun  | Con   | (for  | dres | ent A | Prese | . (a) | 5                | 1     |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   | - |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
| <u> </u>                                |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       | ress  | nt Add           | mane  | Per   | (b) <b>F</b> | 5. |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  |        |       |       |       |       |      |       |       |       | $\left  \right $ |       |       |              |    |
| ┼──┤                                    |   |  |        |       |       |       |       |      |       |       |       |                  |       |       |              |    |
|   |   |  | ion) : |       |       | Con   |       |      | ent A |       |       |                  | mane  | Per   | (b) <b>F</b> | 5. |

Fax E-mail : Telephone Office: Residence:

Mobile -

| 6. Date of Birth | Da | ay | Mc | onth | Ye | ear |  |
|------------------|----|----|----|------|----|-----|--|
|                  |    |    |    |      |    |     |  |

7. Nationality:

9. Academic Record starting with Secondary Education:

| Examination | Branch/<br>Specialization | College/University<br>/Institute | Year | % of<br>Marks/<br>Grade | Division |
|-------------|---------------------------|----------------------------------|------|-------------------------|----------|
|             |                           |                                  |      |                         |          |
|             |                           |                                  |      |                         |          |
|             |                           |                                  |      |                         |          |
|             |                           |                                  |      |                         |          |
|             |                           |                                  |      |                         |          |
|             |                           |                                  |      |                         |          |

#### 10. Professional Experience Record:

| Name of Institution/<br>University | Position Held | Date of Joining | Date of Leaving |
|------------------------------------|---------------|-----------------|-----------------|
|                                    |               |                 |                 |
|                                    |               |                 |                 |
|                                    |               |                 |                 |

11. Please provide your family details (dependents only)

| S.No | Name | Date of Birth | Relationship | Present occupation |
|------|------|---------------|--------------|--------------------|
|      |      |               |              |                    |
|      |      |               |              |                    |
|      |      |               |              |                    |
|      |      |               |              |                    |
|      |      |               |              |                    |
|      |      |               |              |                    |

### **DECLARATION**

I,\_\_\_\_\_hereby, declare that all entries in this form are true to the best of my knowledge and belief.



# अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी

### All India Institute of Medical Sciences, Guwahati

(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI) Changsari, Kamrup, Assam - 781101

### **DECLARATION FOR CHARACTERS AND ANTECEDENTS**

(It should be typed & singed by the candidate in a Rs. 10/- stamp paper)

| I, | Ms/Mr | Son/Daughter/Husband/Wife |
|----|-------|---------------------------|
| of |       | presently resident        |
| at |       | declared                  |
|    |       |                           |

as under :-

- 1. I have not ever been arrested.
- 2. I have not ever been prosecuted.
- 3. I have not ever been kept under detention
- 4. I have not ever been bound down.
- 5. I have not ever been fined by a Court of Law.
- 6. I have not ever been convicted by a Court of Law for any offence.
- 7. I have not ever been debarred from any Examination or restricted by any University or any other Education Authority/Institution.
- 8. I have not ever been debarred/disqualified by any Public Service Commission or Recruitment or any other Examinations/Selection.
- 9. No case is pending against me in any Court of Law as on date.
- 10. No case pending against me in any University or any other Educational Authority/Institution as on date.
- 11. I have never been discharge/withdrawn from any Training Institution under the Govt. or otherwise.

Based on the above declaration, I may kindly be issued provisional appointment order which is pending for verification of character antecedent from the appropriate authority.

I hereby undertake that in case of anything adverse is found in contradiction to the above declaration the provisional Offer of appointment may be cancelled without giving further opportunity.

Date: .....

Name :

| F | 2 | e | ) | r | r | r | 1 | 2 | 3 | r | 1 | e | ) | r | ľ | t | i | a | ( | ł | C | ł | r | e | ): | S | 5 | 5 |   | : | • | • | • | • • |   |   |   | • | • | • |   |   |   |   | • |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|---|---|---|---|---|---|---|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|   | • | • | • | • | • | • |   | • | • | • | • |   |   | • | • | • | • | • | • |   |   | • | • | • | •  | • | • | • | • | • | • | • | • | •   | • | • | • | • | • | • | • | • | • |   |   |   | • |   |
|   | • | • | • | • | • |   |   | • | • | • | • |   | • | • | • | • | • | • |   |   | • | • | • | • | •  | • | • | • | • | • |   | • | • | •   | • | • | • | • | • |   |   | • | • | • | • | • | • | • |
|   | • | • | • | • | • | • |   | • | • | • | • |   |   | • | • | • | • | • | • |   |   | • | • | • | •  | • | • | • | • | • | • | • | • | •   | • | • | • | • | • | • |   | • | • | • | • | • | • | • |
|   | • | • | • | • | • | • |   | • | • | • | • | • | • | • | • | • | • | • | • |   |   | • | • | • | •  | • | • | • | • | • | • | • | • | •   | • | • | • | • | • | • |   | • | • | • | • | • | • | • |



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### **UNDERTAKING FOR NOT TENDERING RESIGNATION WITHIN 6 MONTHS**

| l,           |         |             |        |         | ••••• |            |         | So        | n/  |
|--------------|---------|-------------|--------|---------|-------|------------|---------|-----------|-----|
| Daughter     | of      | Shri        |        |         |       |            | .reside | ent       | of  |
| Village/Town | /City   |             |        | Distric | :t    |            |         | St        | ate |
|              |         | i           | s here | by und  | erta  | ake that I | will no | ot tender | my  |
| resignation  | from    | the present | post   | within  | 6     | months     | after   | joining   | as  |
|              |         |             |        |         |       |            | (       | (post)    | in  |
| AIIMS Guwal  | hati, A | ssam.       |        |         |       |            |         |           |     |

### Signature with Date

Name :....



# अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी

All India Institute of Medical Sciences, Guwahati

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### Annexure-I

#### New Pension Scheme (Details to be furnished by the Government servant)

Name of the Government servant (in Block Letters) :

| Nominee for accumulations the Pension Account | : |
|---|---|
| Basic Pay                                     | : |
| Date of joining Government service            | : |
| Date of Birth                                 | : |
| Scale of Pay                                  | : |
| Name of Ministry/Deptt./Organization          | : |
| Designation                                   | : |

| SI.<br>No. | Name of nominee(s) | Age Date of<br>Birth | Percentage of<br>share of<br>payable | Relationship<br>with the<br>Government<br>servant |
|------------|--------------------|----------------------|--------------------------------------|---|
| (1)        | (2)                | (3)                  | (4)                                  | (5)   |
| 1          |                    |                      |                                      |   |
| 2          |                    |                      |                                      |   |
| 3          |                    |                      |                                      |   |
| 4          |                    |                      |                                      |   |

Signature of the Government servant



### अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati (A statutory body under the aegis of Ministry of Health and Family Welfare, Gol)

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### UNDERTAKING (For submission of Factual Information)

- 1. The furnishing of the false information or suppression of factual information on my joining would be a disqualification and willrender my appointment to be cancelled at any stage.
- 2. If it has been found that I have furnished false information or that there has been suppression of any factual information which come to the notice at any time during my service, my service will be liable to be terminated.
- 3. The Degree/Diploma and Experience Certificates as declared by me in on-line applications are recognized by the University/other Government regulating agencies. In case, it is found that the same is not recognized by at any stage, my appointment may be cancelled.
- 4. I also declare that I possess all requisite qualification and experiences as per the requirement of the advertisement and in case it is found that I am not fulfilling any eligibility criteria, then my appointment will be treated as cancelled.

Signature with Date

Name :.....

#### **MEDICAL EXAMINATION REPORT**

#### **CANDIDATE'S STATEMENT & DECLARATION**

The candidate must make the statement required below prior to his medical examination and must sign the Declaration appended thereto.

- 2. State your Age & Birth Place : \_\_\_\_\_
- 3. (a) Have you ever had small-pox intermittent or any other fever, enlargement or suppuration of glands spitting of blood, asthma, heart disease, fainting attacks, Rheumatism, appendicitis ? :

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ? : \_\_\_\_\_

- 4. History of vaccination : \_\_\_\_\_
- 5. Have you or any of your near relations been affiliated with gout, asthma, fits, or Insanity? :

6. Have you suffered from a degree of deafness : \_\_\_\_\_

- 7. Have you suffered from any form of nervousness due to over work or any other cause :
- 8. Furnish the following particulars concerning your family (disease trend in family and premature

death if any) : \_\_\_\_\_

Above statements are true and I have not suppressed any information.\*

**Candidate's Signature** 

Signed in my Presence Chairman of the Board

\*Note : -The candidate will be held responsible for the accuracy of above statements . \*For female candidate – Chest radiograph to be done only after gynaecology clearance.

#### Report of the Medical Board on

Name of the Candidate :-

| 1.       | i) Height (Without shoes)  | cm Weight_          | kg                                |  |
|----------|--|---------------------|-----------------------------------|--|
|          | Chest circumference : After<br>ii) Respiratory system<br>iii) Circulatory system<br>(a) Heart : Any organic lesior |                     |                                   |  |
|          | Rate Standing<br>ECG (pl attach) –date -   |                     | Please mention abnormality if any |  |
| (b) Bloo | od pressurepulse r   | atespO <sub>2</sub> | in room air                       |  |
| vi) Skin | iv) Nervous system :<br>v) Loco Motor system :<br>: (any obvious disease)  |                     |                                   |  |

#### Remarks

(Name & Signature Faculty of Medicine)

|                | Acuity of vision      | Without glass | With glass |
|----------------|-----------------------|---------------|------------|
| Near Vision    | Right Eye<br>Left Eye |               |            |
| Distant Vision | Right Eye<br>Left Eye |               |            |

Remarks

(Name & Signature of Faculty Ophthalmology)

| 3. | Ears Inspection                   | Hearing                                    | Right Ear :            |                             |
|----|-----------------------------------|--|------------------------|-----------------------------|
|    | Left Ear:                         |  |                        |                             |
|    |                                   | Thyroid                                    | _                      |                             |
|    | General condition of t            | eeth and oral cavity                       |                        |                             |
|    |                                   |  |                        |                             |
|    | Remarks                           |  |                        |                             |
|    |                                   |  | (Signature             | of Faculty Otolaryngology)  |
| 4. | Abdomen : Tendernes               | SS   | Hernia                 |                             |
|    | (a) Palpable: Liver               | Spleen                                     | Kidneys                |                             |
|    | Any others                        |  |                        |                             |
|    | Genito Urinary Sy                 | stem: Hydrocele                            | Varicocele             |                             |
|    | (b) Hemorrhoids                   | Fistula                                    | Varicose Vein          |                             |
|    | (c) Lymphadenopath                | y (Palpable)                               | -                      |                             |
|    | Remarks                           |  |                        |                             |
|    |                                   |  | (Name & Sig            | gnature of Faculty Surgery) |
|    |                                   |  |                        | ,                           |
| 5. | Gynecologic history an<br>Status: | nd examination( for fema<br>Single/Married | le candidates):        |                             |
|    |                                   | yrs  |                        |                             |
|    | History of Polycystic o           | varian syndrome( PCOS):                    |                        | yes/no                      |
|    | Last visit to gynaecolo           | gist and reason of visit:                  |                        | yes/no                      |
|    | Last whole abdominal              | ultrasound done and ind                    | ication :              | yes/no                      |
|    | Past history of Tuberc            | ulosis/ intake of ATT:                     |                        | yes/no                      |
|    | Past history of gynaec            | ologic surgery/ intake of a                | chemotherapy:          | yes/no                      |
|    | Menstrual cycle:                  |  |                        |                             |
|    | Length: Durat                     | ion of flow:                               | Regularity:            |                             |
|    | Associated dysmenor               | hoea:                                      | Last menstrual period  | d( LMP):                    |
|    | Examination:                      | 1) lymphadenopathy/s                       | cars/ other deformitie | s:                          |
|    |                                   | 2) Breasts and axilla for                  | any evidence of Mass   | / abnormal discharge:       |
|    |                                   | 3) Abdomen examinati                       | on                     |                             |
|    |                                   |  |                        |                             |

Remarks

(Name & Signature of Faculty, OBST & Gyn)

6. Haematology, Blood Sugar, Urine analysis report (To be attached) Blood group and RH factor –(if known)

Remarks (Please mention if any major abnormalities)

#### (Name & Signature of Faculty, Biochemistry)

7. Report of screening chest radiograph (no- date- )

#### (Name & Signature of Faculty, Radio-diagnosis)

8. Mention if there is anything in the health of the candidate likely to render him/her unfit?

Note : Record their finding under one of the following categories and strike out others

- (i) Fit
- (ii) Unfit on the following reasons \_\_\_\_\_
- (iii) Temporarily unfit on account of

Chairman Medical Board Seal/Name

Dated :\_\_\_\_\_

Special medical board opinion (if required)

#### RULE 18. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

#### THE SCHEDULE

#### [See Rule 18 (1)]

5. Total annual income from all sources during the Calendar year immediately preceding the 1st day of January 20 .

6. Declaration -

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on ...... to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of rule 18 of the Central Services (Conduct) Rules, 1964.

Date.....

#### Signature.....

- Note-1 : This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.
- Note-2 : If a Government servant is a member of Hindu Undivided Family with coparcenaries rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

#### FORM NO. I

# Statement of immovable property on first appointment as on the \_\_\_\_\_\_, 20 . (e.g. Lands, House, Shops, Other Buildings, etc.)

| property | (Name of District,<br>Division, Taluk and<br>Village in which the<br>property is situated<br>and also its<br>distinctive number,<br>etc.) | Area of land (in<br>case of land and<br>buildings)   | Nature of land in<br>case of landed<br>property  | interest  | If not in own<br>name, state in<br>whose name<br>held and his/her<br>relationship, if<br>any to the<br>Government<br>servant               |
|----------|---|--|--|---|--|
| 2        | 3   | 4  | 5  | 6   | 7  |
|          |   |  |  |   |  |
|          | 2   | Division, Taluk and<br>Village in which the<br>property is situated<br>and also its<br>distinctive number,<br>etc.)<br>2 3 | Division, Taluk and<br>Village in which the<br>property is situated<br>and also its<br>distinctive number,<br>etc.)buildings)234 | Division, Taluk and<br>Village in which the<br>property is situated<br>and also its<br>distinctive number,<br>etc.)buildings)property2345 | Division, Taluk and<br>Village in which the<br>property is situated<br>and also its<br>distinctive number,<br>etc.)buildings)property23456 |

| Date of<br>acquisition | How acquired<br>(whether by purchase,<br>mortgage, lease<br>inheritance, gift or<br>otherwise) and name<br>with details of<br>person/persons from<br>whom acquired<br>(address and<br>connection of the<br>Government servant, if<br>any, with the<br>person/persons<br>concerned) Please<br>see Note 1 below) | 2 below | Particulars of<br>sanction of<br>prescribed<br>authority if any | Total annual<br>income from the<br>property | Remarks |
|------------------------|--|---------|---|---|---------|
| 8                      | 9  | 10      | 11  | 12  | 13      |
|                        |  |         |   |   |         |

Date .....

#### Signature .....

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note (2) In Column 10 should be shown -

(a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;

(b) where it has been acquired by lease, the total annual rent thereof also; and

(c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

#### FORM NO. II

#### Statement of liquid assets on first appointment as on the\_\_\_\_\_, 20 .

(1) Cash and Bank balance exceeding 3 months' emoluments.

(2) Deposits, loans, advances and investments (such as shares, securities, debentures, etc.)

| SI. No. | Description | Name &<br>Address of<br>Company, Bank<br>etc. | Amount | If not in own<br>name, name<br>and address of<br>person in whose<br>name held and<br>his/her<br>relationship with<br>the Government<br>servant | Annual income<br>derived | Remarks |
|---------|-------------|---|--------|--|--------------------------|---------|
| 1       | 2           | 3   | 4      | 5  | 6                        | 7       |
|         |             |   |        |  |                          |         |

Date .....

#### Signature .....

Note 1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note 2. The term "emoluments" means the pay and allowances received by the Government servant.

#### FORM NO. III

#### Statement of movable property on first appointment as on the \_\_\_\_\_\_, 20 .

| SI. No. | Description of<br>items | Price or value at<br>the time of<br>acquisition and/or<br>the total payments<br>made upto the date<br>of return, as the<br>case may be, in<br>case of articles<br>purchased on hire<br>purchase or<br>instalment basis | If not in own name,<br>name and address<br>of the person in<br>whose name and<br>his/her relationship<br>with the<br>Government<br>servant | How acquired with<br>approximate date<br>of acquisition | Remarks |
|---------|-------------------------|--|--|---|---------|
| 1       | 2                       | 3  | 4  | 5   | 6       |
|         |                         |  |  |   |         |

Date .....

Signature .....

Note 1. In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles; (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1,000 (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lump sum.

Note 2: In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3: In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

#### FORM NO. IV

#### Statement of Provident Fund and Life Insurance Policy on First Appointment as on the\_\_\_\_\_\_,

20.

| SI.<br>No. | Policy No.<br>and date of<br>policy | Name of<br>Insurance<br>Company | Sum<br>insured<br>date of<br>maturity | Amount of<br>annual<br>premium | Type of<br>Provident<br>Funds /<br>GPF / CPF,<br>(Insurance<br>Policies)<br>account No. | Closing<br>balance as<br>last<br>reported<br>by the<br>Audit /<br>Accounts<br>Officer<br>along with<br>date of<br>such<br>balance | Contribution<br>made<br>subsequently | Total | Remarks (if there<br>is dispute<br>regarding closing<br>balance the<br>figures according<br>to the<br>Government<br>servant should<br>also be<br>mentioned in this<br>column) |
|------------|-------------------------------------|---------------------------------|---------------------------------------|--------------------------------|---|---|--------------------------------------|-------|---|
| 1          | 2                                   | 3                               | 4                                     | 5                              | 6   | 7   | 8                                    | 9     | 10  |
|            |                                     |                                 |                                       |                                |   |   |                                      |       |   |

Date .....

Signature .....

#### FORM NO. V

#### Statement of Debts and Other Liabilities on First Appointment as on\_\_\_\_\_, 20

| SI. No. | Amount | Name and address of<br>Creditor | Date of incurring<br>Liability | Details of Transaction | Remarks |
|---------|--------|---------------------------------|--------------------------------|------------------------|---------|
| 1       | 2      | 3                               | 4                              | 5                      | 6       |
|         |        |                                 |                                |                        |         |
|         |        |                                 |                                |                        |         |
|         |        |                                 |                                |                        |         |
|         |        |                                 |                                |                        |         |

Date .....

Signature .....

- Note-1 : Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.
- Note-2 : In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- Note-3 : The term "emoluments" means pay and allowances received by the Government servant.
- Note-4 : The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

Before the Notary Public, .....

### <u>AFFIDAVIT</u>

I Dr.\_\_\_\_\_aged about\_\_\_\_years, Son of \_\_\_\_\_

\_\_\_\_\_\_Resident of\_\_\_\_\_\_, do hereby solemnly affirm and state as under:-

- 1. That I am the deponent of this affidavit.
- 2. That I do hereby declare that I am not indulged or doing private practice of any kind including laboratory and consultant practice.
- 3. That presently I am not working at any other Institutions or Medical College or Government/Autonomous/Semi Government Organisation. I have been relieved by the Institution where I was working previously before joining AIIMS, Guwahati.
- 4. That I have passed MBBS/BSc./MSc. in the year\_\_\_\_\_and MD/MCh./PhD in the year\_\_\_\_\_.
- 5. That I am not drawing any salary/pension from any source other than AIIMS, Guwahati.
- 6. That this affidavit is required to be produced before the Director, AIIMS, Guwahati for necessary action.
- 7. That all educational qualifications and teaching/research experiences are from MCI recognized Institutes/College.

That the facts stated above are true to the best of knowledge and belief.

Deponent

Deponent

Notary Public