

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

JOINING REPORT OF THE FACULTY (To be written in candidates own handwriting)

PHOTOGRAPH
ATTESTED BY
Coordinator AEI/EIB
or HoD as
applicable

To,

The Director

Rajiv Gandhi Institute of Petroleum Technology
Jais, Amethi

Dear Sir,

With reference to your letter No. _____ dated _____ I, Dr./Mr. _____
date of birth _____, accept the offer of appointment on the terms and conditions mentioned therein
and report myself for duty on the post of _____ on forenoon / afternoon of _____
I will perform my duties and responsibilities with full sincerity, honesty and to the best of my abilities.

I therefore, request you to kindly accept and approve my joining.

Yours faithfully,

Signature _____

Name _____

Date _____

FORWARDED BY

Coordinator AEI / EIB or HoD (as applicable)

RECOMMENDED BY

Dean, Faculty Affairs

APPROVED BY

DIRECTOR

Enclosures: Copy of Acceptance
Appointment Letter
Medical Certificate
Property Declaration
Attested academic Certificates (10th, UG/PG/PhD)
Declaration regarding marital status
Home Town Declaration
Duly completed Attestation Form
*Photo to be attested by Coordinator AEI/EIB or HoD as applicable

BANK & OTHER DETAILS

- 1) Permanent Account No : _____
- 2) Date of Birth : _____
- 3) Father's Name : _____
- 4) Saving Bank Account No : _____
- 5) Branch Code : _____
- 6) 9 Digit MICR Code : _____
- 7) RTGS/NEFT IFSC Code : _____
- 8) Bank Name & Address : _____

- 9) Address of Correspondence : _____

_____ Pin Code _____
- 10) Mobile Number : +91- _____
- 11) E- Mail : _____
- 12) Emergency Contact Person and contact number: _____

- 13) N.P.S Number : (_____)

To be obtained from A/c Department RGIPT, Jais Centre

Signature:

Note: Photocopy of Joining Report is to be sent to the Payroll & Accounts Department after retaining original copy.

ATTESTATION FORM

WARNING

The Furnishing 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 Government.

If detained, convicted, debarred etc. subsequent to the completion and submission of the form, the details should be communicated immediately to the Director, Rajiv Gandhi Institute of Petroleum Technology, Amethi failing which it will be deemed to be a suppression of factual information.

Affix Your
Photograph here

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation 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), with aliases, if any.
(Please indicate if you have added or dropped at any stage
any part of your name or surname).

SURNAME

NAME

2. Present address in full (i.e. Village, Thana and Distt. or
House Number, Lane/Street/Road and Town)

3. (a) Home address in full (i.e. Village, Thana and Distt. or
House Number, Lane/Street/Road and Town)

- (b) If originally a resident of Pakistan, the address in that
Country and the date of migration to Indian Union

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five year. 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. Name of the District Village, Thana and Distt. or House No. Lane/Street/Road and Town)	Name of the District Head-quarters of the Place Mentioned in the preceding column

Name	Nationality (by Birth and/or by domicile)	Place of Birth	Occupation (if employed give designation and Official Address)	Present Postal Address (If dead give last address)	Permanent Home Address
1	2	3	4	5	6
i. Father (Name in Full, aliases if any)					
ii. Mother					
iii. Wife/Husband					
iv. Brother(s)					
v. Sister(s)					

5. Information to be furnished with regard to son(s) and daughter(s) in case they are studying/living in a foreign country:

Name	Nationality (by Birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column
1	2	3	4	5

6. Nationality :

7. Date of Birth (given format)

D.D	M.M	Y.Y.Y.Y

:

Present Age :

8. Age at Matriculation/High School/Higher Secondary/SSLC:

9. Place of Birth, District and State in which situated :

10. District and State to which you belong :

11. District and State to which your father originally belongs/belonged :

(a) Your religion :

(b) Are you a member of a scheduled Caste/Scheduled Tribe? Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof

12. Educational Qualification showing places of education with years in schools and College since 5th year of Age

Name of School/College with full Address	Date of entering	Date of leaving	Examination passed
1	2	3	4

13. (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 an autonomous body or a public 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 and address of employer	Reasons for leaving previous service
From	To			
1		2	3	4

14. (b) If the previous employment was under the Government of India, a State Government/an undertaking owned or controlled by the Government of India or a State Government/an autonomous body/University/Local body. 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, had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or at a subsequent date, before your services actually terminated?

- 15 (i) (a) Have you ever been arrested? Yes/No
- (b) Have you ever been prosecuted? Yes/No
- (c) Have you ever been kept under detention? Yes/No
- (d) Have you ever been bound down? Yes/No
- (e) Have you ever been fined by a Court of Law?
Yes/No
- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (g) Have you ever been debarred from any examination or restricted by any University or any other educational authority/institution? Yes/No
- (h) Have you ever been debarred/disqualified by any public service commission from appearing at 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 Yes/No

authority/institution at the time of filling up this Attestation Form?

- (ii) If the answer to any of the above mentioned questions is 'Yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in a Court/University/Educational Authority etc. at the time of filling up this form.

Note:

- i) Please also see the 'Warning' at the top of this Attestation Form.
- ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

Name and addresses of two responsible persons of your locality (permanent home town) or two referees 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.

Date

Place

Signature of Candidate.....

Designation

Department/School

DECLARATION OF FAMILY MEMBERS
(For Availing Medical Facilities)

1. Name of the Employee : -----
2. Employee Code : -----
3. Designation : -----
4. Department/ Section : -----
5. Date of Birth : -----
6. Date of First Appointment : -----

I hereby declare that following members are in my family, who are wholly dependent on me:

Sl. No.	Name	Date of Birth	Relationship with employee	Occupation	Monthly Income (Salary/Pension/Other sources)
1					
2					
3					
4					
5					
6					
7					

I undertake that:

I shall be keeping the above particulars up-to-date by intimating any addition/alteration. The particulars of dependent family members of my family as given above are correct. If any statement is found to be untrue, I shall be liable for disciplinary action.

Place:

Signature:.....

Date:

Mobile No:.....

e-mail:.....

Forwarded by: HoD/In-charge of Section

Declaration Accepted

Registrar/ Dean-Faculty Affairs



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी
(संसद के अधिनियम द्वारा स्थापित राष्ट्रीय महत्व का एक संस्थान)
(पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय)

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(An Institute of National Importance established under the Act of Parliament)
(Ministry of Petroleum & Natural Gas, Government of India)

Declaration Regarding Marital Status

1. I, Dr./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 one 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 to the best of my knowledge and I understand that at any stage of time the above declaration being found to be incorrect after my appointment, I shall be liable to the disciplinary action as per Institute's rule.

Signature of the employee

Name:

Designation:

Date:

Place:

Employee ID:

Forwarded

Head of Department

Accepted by

Dean, Faculty Affairs

*NOTE: Please delete clause / clauses not applicable



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी
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HOME TOWN DECLARATION

I, _____ hereby declare that my home town is at the place as shown below for the purpose of availing of the Leave Travel Concession.

Name of State	Name of the District	Name of the Town/Village	Name of the Railway Station	Remarks
1.	2.	3.	4.	5.

Signature of the employee

Name:

Designation:

Employee ID:

Date:

Place:

DOB:

Forwarded

Head of Department

Accepted by

Dean, Faculty Affairs

FORM NO- III

Statement of Immovable Property on First Appointment or as on the 31st December, 2019

(e.g. Lands, House, Shops, Other Buildings, etc)

[Held by Public Servant, his/her spouse and dependent children]

Sl. No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	Precise Location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of the public servant, state in whose name held and his/her relationship. If any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Govt. servant, if any, with the person/ persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the property (if exact value not known, approx value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											

Date:

Signature

Name & Designation

Employee No

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.