



ODISHA STATE SEEDS CORPORATION LTD

(A GOVERNMENT UNDERTAKING)

SANTARAPUR, BHUBANESWAR- 751002.

Tel-MD 0674- 2340573, Fax-2340096, E Mail- mdosscltd456@gmail.com

No. 2085

Date 31.03.2023

By E-mail / Regd Post with A.D

To

All Selected Candidates

Sub- Submission of documents in connection with appointment in Odisha State Seeds Corporation Ltd.

Ref- OSSC Notification No 1418 dt.4.03.2023

Madam,

The Odisha State Seeds Corporation pleased to inform that you have been selected for recruitment of the position of **Seed Production and Marketing Officer/ Assistant Quality Control Officer,/ Marketing Assistant/ Junior Stenographer/ Accountant/ Junior Clerk/ Computer Assistant** in the recruitment Examination conducted vide Advertisement No. OSSC-ESTD-1/2022.

As part of the recruitment process, we would like to request you to submit the following documents in the prescribed proformas enclosed herewith.

- 1- Character Certificate(Format-I)
- 2- Form of affidavit of character and antecedents(Format-II)
- 3- Medical Certificate of Fitness(Format-III)
- 4- Attestation Form(Format-IV)

Please ensure that the aforementioned documents are submitted to the Odisha State Seeds Corporation Ltd at the time of joining.

Encl-As above

Yours faithfully,

[Signature] 31.3.23
Managing Director

CHARACTER CERTIFICATE

This is to certify that Shri/Kumari/ Smt _____ Son/Daughter of
Shri _____ is known to me for the last _____ month(s)/Year(s). to
the best of my knowledge he/she bears a good moral character.

This certificate is being given to him/ her for the purpose of job at Odisha State Seeds
Corporation Limited .

(Signature with date)

Name of the issuing Authority. _____

(Official Seal)

Format No.II

FORM OF AFFIDAVIT OF CHARACTER AND ANTECEDENTS

In _____ the _____ court _____ of _____

_____, I, _____ Son/

Daughter/ Spouse of _____ born on dt. _____

At place _____ do hereby declare on oath the following facts.

1. That I was not at any time convicted and / or accused in any case before any civil and/or criminal court.
2. That I was convicted and/ or accused in the following cases.
[Please write "No" if no such case was /is there]

Court/Authority	Case no/date	Brief description of case
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Present
Status

[Indicate the decree, if any]

3. That no other case/proceeding/inquiry of any nature other the above is continuing or has been completed except those list above.
4. That I intend to produce to this affidavit before Odisha State Seeds Corporation Ltd. for the purpose of being considered for employment by the Corporation.

Signature of deponent

Identified by:

Date:
Place:

Record of affidavit in the court of _____

The above named deponent, being indentified by Mr. /Ms _____ advocate of _____ Appears before me and states on oath that the contents of this affidavit are true to the best of his/her knowledge.

Executive Magistrate/Notary

Deponent

MEDICAL CERTIFICATE OF FITNESS

I have examined Shri /Kumari /Smt.
Son / Daughter of Shriaged
.....Year, of village:P.O.
.....P.S
Dist.....StatePINand certify that, he
/ she is free from deafness, defective vision (including colour vision) or any other infirmity
,mental or physical ,likely to interfere with the efficiency of his/her work and found him/her
possessing good health.
This certificate is being given to him /her for the purpose of
.....

Signature of Candidate

(To be signed in presence of the Medical Officer)

Signature of Medical Officer:.....

Name of Medical Officer: Dr.

Registration No.

Dated:

Seal

Note: Medical certificate granted by a qualified medical practitioner holding at least M.B.B.S Degree and registered with Medical Council of India , shall only be valid. The date issue of the medical certificate should be within one year from the date of application.

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 CORPORATION

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

1. 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.
2. 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 Nationality which (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 :