

INSTRUCTIONS FOR FILLING UP ATTESTATION FORM, SPECIAL SECURITY QUESTIONNAIRE FORM & CONSENT FORM.

FURNISHING ACCURATE AND COMPLETE INFORMATION WILL BE IN YOUR INTEREST, INCOMPLETE AND INACCURATE INFORMATION WILL CAUSE DELAY IN CARRYING OUT THE VERIFICATION WORK BY THE CONCERNED AUTHORITIES WHICH MAY DELAY THE COMPLETION OF ADMINISTRATIVE FORMALITIES.

- Read the warning on the first page before filling the online Attestation/SSQ forms carefully and click on 'I AGREE' button.
- Fill up all the columns in the forms completely.
- No abbreviations should be used while filling up the forms.

Important Instructions for filling online Attestation and Special Security Questionnaire Forms.

- Mention your full name in capital letters. If you have changed your name or any part of your name has dropped or added please mention the same.
- Column (10) please specify the complete address with name of the District Headquarters.
 - As regards addresses in West Bengal (South 24 Parganas / North 24 Parganas) the candidates should confirm whether the address of the Headquarters falls viz. Alipore or Barasat.
 - As regards addresses in Hyderabad/ Secunderabad the candidates should confirm where the address of the Headquarters falls.
 - As regards addresses in Pune the candidates should confirm whether the address falls in Pune city or Pune Gramin.
 - Reorganisation of Districts should be noted before filling the name of District and its Headquarters.
 - If the candidate had stayed in hostel or on rental basis, they may give full address, viz. hostel/ building name/room number etc.
- Column (13), give details of your entire family members including {sisters/brothers unmarried/married (indicate c/o address of the spouse)}. It is necessary to indicate the date of birth of the close relatives. If D.O.B is not known, approx. age of the person may be indicated.
- Column (23), give full details of schools and colleges you have studied beginning with SSC (Xth Standard) onwards.
- In case answer to any of the questions in column 18, 19 & 21 is 'YES', please indicate details as asked for.
- Candidates are advised to ensure that they fill the data correctly before submitting the form. If the information entered are correct, you may click 'submit'.
- You may take the printout of the forms (Attestation/SSQ) from 'Account detail' -> 'My AF&SSQ'.
- Affix recent passport size photograph (5cmx7cm). Same photograph should be affixed in both the forms (Attestation/SSQ).
- Please ensure that the **Identity Certificate** at the last page of Attestation form is signed by one of the Officers mentioned and the authority concerned should have known you for more than one year. Office Seal/ Rubber Stamp indicating the name, designation and office address of the officer should be affixed. Attestation on the photograph may be obtained from same officer who is issuing the identity certificate.
- You need to submit 7 copies of Attestation forms (10 copies for OCES/DGFS Candidates and all Group A Posts) and 5 copies of SSQ forms along with consent form to [REDACTED]
[REDACTED] - [REDACTED] [REDACTED]
[REDACTED]
- Candidates, who have stayed abroad, have to fill & sign the consent form.
- Candidates, who have not stayed abroad, have to write 'Not Applicable' and append their signature on the consent form