

SERVICE AGREEMENT CUM SURETY BOND (To be executed on non-judicial stamp paper worth of Rs. ____/- (Rs. _____ (of the value as per rules of the State) only and Rs 1.00 (Rs. One only) Revenue Stamp to be affixed on top left side of first page.

This contract made on this ____ day of _____ Two thousand and Nineteen BETWEEN the KVS through the _____ (designation of the person in KVS) having its office at _____ hereafter called the "Employer" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART; AND, Shri/Smt./Ku....., Son/ daughter of Shri..... Resident of in the tehsil of the District....., hereinafter called the "Probationer/employee" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART; AND, Shri/Smt./Ku....., son/daughter of Shri..... Resident of in the tehsil of the District....., hereinafter called the "Surety" (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the "THIRD PART".

WHEREAS the employer has offered to engage Shri/Smt./Ku. as (post) for on a probation/ training for a period of _____ years, which may be extended and the probationer/employee has agreed to accept the offer of the employer.

AND WHEREAS Shri/Smt./Ku. has been selected by the Employer as _____ vide its offer of appointment No. dated for undergoing training/probation with a view to utilize his/her service with the Employer after successful completion of the training, which offer has been unequivocally accepted by the probationer;

AND WHEREAS in terms of clause _____ of the Main Terms and Conditions of the said offer of appointment, the Probationer is required to undergo initial training as determined by the Employer for a period of twenty-four months, which may be extended to twelve more months in case of unsatisfactory performance by the Probationer, and to serve the Employer for a minimum period of 2 years from the date of joining on initial appointment in KVS.

AND WHEREAS in terms of clause _____ of the Main terms and Conditions of the said offer of appointment, the Probationer and his Surety are required to execute a Service Agreement cum Surety Bond on non-judicial stamp paper in favour of the Employer, undertaking to complete the training and to serve the Employer for a minimum period of two years failing which the Probationer and the Surety shall be jointly and severally bound to pay the Employer a sum of Rs.2,00,000/-(Rupees Two Lakhs only);

AND WHEREAS the Probationer recognizes and accepts that at the time of appointment as Probationer, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training enabling him/her to become professionally viable to the Employer;

AND WHEREAS the Probationer is aware that the Employer would be incurring substantial sums of money and incurring substantial costs, expenses, man hours in the process of selecting and appointing him/her as Probationer & training him/her thereafter.

AND WHEREAS this service agreement cum surety bond executed with the Employer by the Probationer along with a Surety to the extent Rs. 2,00,000 (Rs. Two lakhs only) will be used for indemnifying the Employer against all such costs as mentioned above by reason of breach and/or non-compliance of any of the terms of this agreement with by the Probationer;

AND WHEREAS the Probationer also agrees that if he/she commits any breach of any of the conditions of this agreement, the Probationer and the Surety shall be jointly and severally liable to pay to the Employer on demand immediately the above said sum of Rs. 2,00,000 (Rupees Two lakhs only) from the date of breach of the terms of the contract.

AND WHEREAS in order to secure the Employer against the expenses incurred by it on the training of the Probationer and to ensure due compliance of all terms and conditions stipulated by the Employer and accepted by the Probationer, it is agreed that the Probationer shall be liable to compensate the Employer in the manner and under the circumstances enumerated in this agreement;

IN WITNESS WHEREOF THE parties hereto have signed these presents on this date and year in the presence of the following witnesses:

WITNESSES: (For the Probationer & Surety) Clear Signature :

- 1. Name:..... Signature of the Probationer Address.....
- 2. Name Signature of the Surety Address.....
- Name.....
- Occupation..... PAN No.
- Address.....

(Attestation of signatures of Probationer and Surety by Gazetted Officer)

..... Signature of the
 Probationer Signature of the Surety Attested Signature & seal of Gazetted Officer
 Signature & seal of Gazetted Officer

For office use only)

WITNESSES: (For the Employer) 1/ Accepted. Name:..... Address.....
 Signature of the
 For and on behalf of KVS..... Name.....

2. Address..... Name.....

Acceptance Of Offer Of Appointment

I.....hereby accepts the offer of appointment to the post of.....to Kendriya Vidyalaya.....made in your letter No.....dated.....and also the terms and conditions mentioned therein I agree to join duty at the place and on the date indicated therein.

Date:.....

(Signature)

Appendix- X

CHARACTER CERTIFICATE

Certified that I have know Shri/Smt./Km.....son/Daughter of Shri.....for the last.....years..... months and that to the best of my knowledge and belief, he/she bears reputable character and has no antecedents which render him/her unsuitable for employment in the Kendriya Vidyalaya Sangathan.

Shri/Smt./Km..... is not related to me.

Place:

Dated:

Signature:.....

Designation:.....

5.	Father's name in full with aliases, if any.	
	a) Present Postal address (if dead, give last address)	
	b) Permanent home address	
	c) Profession	
	d) If in service, give designation and official address	
6.	Nationality	
	a) Father	
	b) Mother	
	c) Husband/Wife	
	d) Candidate	
	e) Place of birth of husband/wife	
7.	a) Exact date of birth	
	b) Present age	
	c) Age at Matriculation	
9.	a) Your religion	

b) Are you a member of She - duled Caste/Scheduled Tribe 'Yes' or 'No' and if the answer is 'Yes' state the name thereof.	
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10. Educational qualification showing places of education with years in schools and college since 15th year of age.

Name of School/College with full address	Date of Entering	Date of Leaving	Examination Passed

11. If you have at any time been employed, give details.

Designation of post held and Description of work	Period		Full Address of the Office, Firm or Institution	Full reasons for leaving the previous service.
	From	to		

12.	Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a court of law for any offence? Is any case pending against you in any court of law at the time of filling up this attestation form? If the answer is 'Yes', full particulars of the case, detention, fine, conviction, sentence etc. should be given.	
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 candidate.....
 Date.....
 Place.....

The candidate must make the statement required below prior to his/her medical examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning contained in the note below:-

1	State your name in full (IN BLOCK LETTERS)	:	
2	State your age and place of birth	:	
3	(a) Have you ever had smallpox intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks rheumatism, appendices?	:	
	(b) Any other disease or accident required confinement to bed & medical or surgical treatment?	:	
4	When were you last vaccinated?	:	
5	Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?	:	
6	Have you suffered from any form of nervousness due to over work or any other cause?	:	
7	Have you been examined and declared unfit for Govt. Service by a Medical Officer/ Medical Board within the last three years?	:	

8. Furnish the following particulars concerning your family:

Father's age if living & State of health	Father's age at death & cause of death	No. of brothers living, their ages & state of health	No. of brothers dead, their ages at death and cause of death
Mother's age is living & state of health	Mother's age at death & cause of death	No. of sisters living, their age & state of health	No. of sisters dead, their ages at death and cause of death

I declare all the above answers to be to the best of my belief true and correct. I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidate's Signature.....
 Name
 Signed my presence.....
 Name.....

MEDICAL CERTIFICATE

Name of the candidate for appointment(in block letters) Caste or Race:Residence:
Father's name and address:

Date of birth by christain era:.....
Exact height by measurement:.....
Personal marks of identification:.....

(Signature of Candidate)

Name.....

I do hereby certify that I have examined
Shri/Smt./Kum.....a candidate for employment in the
Kendriya Vidyalayaand can not discover that he/she has any
disease communicable or otherwise, constitutional affliction, or bodily infirmity,
except.....

I do not consider this a disqualification for employment in the Vidyalaya.....
.....His/Her age is according to his/her own statement.....years, and
he/she appears about.....years.

.....
Left hand thumb and finger impression of the candidate.

Signature of the candidate.....

Taken before.....

Name of the Officer.....

Designation of Officer.....

(This officer should be civil surgeon or Medical Officer of equal Rank) on (date)

: The candidate will be held responsible for the accuracy and the above statement. By willfully suppressing any information he/she will incur the risk of losing the appointment and if appointed, of forfeiting all claims to superannuation allowance or gratuity.

MOVEABLE, IMOVEABLE AND VALUEABLE PROPERTY
THE SCHEDULE
[Rule-18(1)]

Return of assets and Liabilities on the first appointment on 31st December-----

1. Name of the Government Servant in full(in block letters)

2. Service to which he belongs

Total length of service up to date

(i) in non Gazetted rank

(ii) in Gazetted rank

4. Present Post held and place of posting

5. Total annual income from all sources during the Calendar year immediately preceding the 1st January, 2015 to 31st December-----

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.

Dated:-

Signature
(Name of the Government Servant)
Designation with place of posting

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON 31st December -----
 (Lands, houses, shops, other buildings etc.)

#	Description of property	Precise location, Name of Districts, 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 own name, state in whose name it is held and his/her relationship, if any, to the Government 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	Value of the property	Particular of sanction of prescribed authority, if any	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												

Signature

Date:

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT AS ON 31st December -----

1) Cash and Bank balance exceeding 3 months emoluments

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

Sr. No	Description	Name and address of Company, Bank etc.	Amount (Rs.)	If not in own name, name & address of person in whose name held and his/her relationship with the Govt. servant	Income derived (Rs.)	Remarks
			4	5	6	7
1	2	3				
1						
2						
3						
4						
5						
6						
7						
8						
9						

Signature

Date:

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT AS ON 31st December -----

Sr. No	Description of Items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case of articles purchased on hire-purchase or installment basis.	If not in own name, name & address of person in whose name held and his/her relationship with the Govt. servant.	How acquired with approximate date of acquisition	Remarks
		3	4	5	6
1	2				
1.					
2					
3.					
4.					
5.					
6.					

Signature

Date:

STATEMENT OF PROVIDENT FUND & LIFE INSURANCE POLICY ON FIRST APPOINTMENT 31st December -----

Insurance policies		Provident Fund				Total	Remarks (if there is dispute regarding closing balance, the figures according to the Govt. servant should also be mentioned in the column		
St. No	Policy No. & date of policy	Name of Insurance Company	Sum insured/ date of maturity	Amount of annual premium	Type of provident fund/ G.P.F, C.PF Account No.			Closing balance as last reported by the Audit/ Accounts Officer along with date of such balance	Contribution made subsequently
1	2	3	4	5	6	7	8	9	10
1.									

Signature

Date:

STATEMENT OF DEBTS & OTHER LIABILITIES ON FIRST APPOINTMENT AS ON 31st December-----

Sr. No	Amount	Name & address of creditor	Date of incurring liability	Detail of transaction	Remarks
1	2	3	4	5	6
1.					
2.					
3					
4					
5					

Signature

Date:

KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE), GURGAON

1. Shri/Smt./Kum.....declare as under:

(a) That I am unmarried/a widower/a widow.

(b) That I am married and have only one wife living.

(c) That I am married and have more than one wife living.

(Application for grant of exemption is enclosed.)

(d) That I am married and my husband has no other living wife to the best of my knowledge.

(e) That I am married and that during the life time of my spouse, I have contracted another marriage.

Application for grant of exemption is enclosed.

(f) That I have contracted a marriage with a person who has already one wife or more living,

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.

Dated:.....

Signature:.....

Delete clauses, which are not applicable.

Application in the case of clauses (a),(b) & (c) only.

Oath to be taken before the Principal Concerned

Isolemnly affirm that I will be faithful and bear true allegiance to India and to the constitution of India as by law established and that I will carry the duties of my office loyally, honestly and with impracticality.

So help me God.

Date:.....

Signature:.....

Name:.....

Designation:.....