

## SPARK FORM NO.1

**Specimen Signature**

*Signature shall not touch the lines*

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**Specimen Signature**

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<p>Affix a recently taken passport size photo</p>
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**PART-A (For Office use)**

Employee Code									
Department					Office				

**PART-B: PERSONAL DETAILS**

**(To be filled up by the prospective employee)**

Name (In capital letters and initials after the name)			
Date of birth		Sex	Blood Group
Name of father			
Name of Mother			
Nationality		State	
Caste		Religion	
Category General/ SC/ST/OBC/OEC		Whether physically handicapped (yes or no)	
Whether ex-servicemen? (yes or no)		PAN Number	
Voter ID Card Number		Ration Card Number	
Identifications marks of the prospective employee	1		
	2		
Height		Marital status (unmarried/married/divorced)	
Spouse's Name			
Spouse's religion		Spouse's caste	
Whether inter religion/cast marriage (yes/no)		Whether spouse is employed	
Spouse employed in (specify organization)			

**PART-C: CONTACT DETAILS**

Present Address		Permanent Address (Same as in Service Book)	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No. (Land Line)		Phone No. (Land Line)	
Home Town		Home Town	
Mobile No.		Email address	

**PART-D: RECRUITMENT DETAILS**

Source (PSC or other agency)		Type (General or Special recruitment)	
Method (Direct/ By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Is District recruitment (Y/N)		If District recruitment specify the District	
Serial No. in the advice memo		Entry category (state service/ state subordinate service)	
Appointment Order No.		Appointment Order date	

Date of joining :

Designation :

Basic Pay (As on Date) :

**PART-F: EDUCATIONAL QUALIFICATIONS**

Course Title	Subject	University/Board	Institution studied	Class/ Percentage	Reg No. & Year

**PART-G: DECLARATION****Declaration by the prospective employee**

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce the original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name

Date

Signature