

FOOD CORPORATION OF INDIA
NO.3, HADDOWS ROAD :: ZONAL OFFICE
CHENNAI – 600 006

N O T E

The selected candidates who have been issued Offer of Appointment to the post of Management Trainee (Accounts) and Management Trainee (Depot) vide this office letter No.1-3/2010/RPI-Cat.II dated 1.8.2011 and PWD candidates selected for Management Trainee (General / Depot) are requested to download the **Annexure Forms – I to IX** except Annexure Forms – VI and VII and ensure that these forms are duly filled and brought to the IFS, Training Centre , New Delhi for Verification on 23rd August 2011 as contained in the Offer of Appointment Letter issued.


(M.Md.Zakkiruddeen)
Deputy General Manager(Per)



**FOOD
CORPORATION
OF INDIA**

ZONAL OFFICE (SOUTH), NO.3, HADDOWS ROAD, CHENNAI - 600 006

ISO 9001:2000 Certified

Phone No. 044 -28276423 - Extn 210 e.mail: zmsouth.fci@nic.in

ANNEXURE - I

ATTESTATION FORM

WARNING:

1. The furnishing of false information or suppression of factual information in the Attestation Form would be a disqualification, and is likely to render the candidate be employment under the Corporation.

2. If detained, convicted, debarred etc., subsequent to the completion of submission of this form, the details should be communicated immediately to the authority to whom the attestation Form has been sent earlier, failing which it will be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice of any time during the service of a person, his services would be liable to be terminated.

Affix signed passport
size
(5 cm x 7 cm approx.)
Copy of recent
photograph where
asked for

1.	Name in full (in block capital) with aliases, if any. Please indicate if you have added or dropped any stage any part of your name or surname.	SURNAME	NAME
2.	Present address in full (ie. Village, Thana and District, or House Number Lane/ Street/Road & Town)		

3.	<p>(a) Home Address in full (ie., Village, Thana, and District, or House Number, Lane/Street/Road & Town and name of District Headquarters.</p> <p>(b) If originally a resident of Pakistan, the address in that Country, and the date of Migration to India Union.</p>	
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4. Particulars of places (with periods, of residences) where you have resided for more than one year at a time during the proceeding 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.

Form	To	Residential address in full (ie. Village, Thana and Dist. Or House No.Lane/Street, Road and Town)	Name of the District Headquarters of the place mentioned in the preceding column

5.

Sl.No.	Particulars	Name	Nationality, by Birth & or by domicile	Place of Birth	Occupation(if employed give designation & official address)	Permanent postal Address (if dead give last address)	Permanent Home Address
1	Father [Name in full aliases ,if any]						
2	Mother						
3	Wife/ Husband						
4	Brother(s)						
5	Sister(s)						

5(a) Information to be furnished with regard to son(s) and / or 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.

6. Nationality : _____

7.

(a) Date of Birth	
(b) Present Age	
(c) Age at Matriculation	

8.

(a) Place of Birth, District and State in which situated	
(b) District and State to which you belong	
(c) District and State to which your father originally belong	

9.

(a) Your Religion	
(b) Are you member of a Scheduled caste/Scheduled Tribe? Answer 'Yes' or 'No' & if the answer is 'Yes' state the name thereof.	

10. Educational qualifications showing place of education with years in schools and Colleges since 15th year of Age.

Name of School/College with full address	Date of entering	Date of leaving	Examination Passed

11. (a) Are you holding or have any time held an appointment under the Central or State Government or a semi-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 Employer	Reasons for leaving previous service
From	To			

11. (b) If the previous employment was under the Government of India, as 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 CCS (Temporary service) Rules, 1965, or any similar corresponding rules were any disciplinary proceedings framed against you, or 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?

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 for any offence ?	Yes	No
(f) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/Institute?	Yes	No

(g) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/Selection?	Yes	No
(h) Is any case pending against you in any court of law at the time of filling up this attestation form?	Yes	No
(i) If any case pending against you in any University or any other Educational authority/Institution at the time of filling up of this attestation form?	Yes	No.
(j) Is 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 the Court/University/Educational Authority etc., at the time of filling up this form.		

NOTE: 1) Please also see the 'Warning' at the top of this attestation Form.
 2) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13.

Name and address 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 circumstances which might impair my fitness of employment under Government.

Signature of the Candidate : _____

Name : _____

Place : _____

Date : _____

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- 1/ Gazetted Officers of Central or State Government ;
- 2/ Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent/guardian is ordinarily resident.
- 3/ Sub-Divisional Magistrate/Officers;
- 4/ Tahsilders or Naib/Deputy Tahsilders authorized to exercise Magisterial Powers ;
- 5/ Principal/Head Master of the Recognized School/College Institution where the candidate studied last.

Certified that I have known Shri/ Smt/ Kum. _____

son/daughter/wife of Shri _____ for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place :

Signature _____

Date :

Designation or status and Address

ANNEXURE – II

CERTIFICATE

I Certify that I have known Shri/Smt/Kum. _____ son/daughter/ wife of Shri _____ for _____ years and I consider him/her suitable for appointment as _____ in the Food Corporation of India. So far as I know there is nothing adverse in his/her character and antecedents or previous work which makes him/her unsuitable for such appointment.

I am not related to him/her.

Signature :

Designation :

Occupation :

Address :

Place : _____

Date : _____

DECLARATION

I , Shri / Smt / Kum . _____ Declare as
under :-

- (a) That I am unmarried / Widower / a Widow.
- (b) That I am Married and have only one Wife living.
- (c) That I am married and my husband has no other living Wife to the Best of my knowledge.
- (d) That I am married and have more than one Wife living.
- (e) That I am married to a person who have already one Wife or more Living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and 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.

(SIGNATURE)

Dated :

Note : Delete clauses not applicable.

THE FOOD CORPORATION OF INDIA : ZONAL OFFICE :
3, HADDOWS ROAD : CHENNAI – 600 006.

Medical Report form for Examination of Candidates for Categories I and II posts.

Part – A

The candidate must make the statement required below prior to his/her Medical Examination and must sign the Declaration appended thereto. His attestation 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 birth place _____
3. (a) Have you ever had small – pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease lung disease, failing attacks rheumatism, appendicitis or
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.
4. When are 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. Furnish the following particulars concerning your family.

Father's Age brothers living, If living and State of Health.	Father's Age at death and Cause of Death.	No. of brothers living, their ages And state of Health.	No. of their ages and cause of death.
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Mother's Age living, If living and State of Health.	Mother's Age at death and Cause of Death.	No. of Sisters living, their ages And state of Health.	No. of sisters their ages and cause of death.
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All the above answers are to the best of my belief, true and correct.

Candidate's Signature _____

Signed in my presence _____
Signature of the examining medical authority.

Note : The candidate will be held responsible for the accuracy of the above treatment. By willfully suppression any information he will incur the risk of losing the

appointment, and if appointed of forfeiting all claims to any retirement and terminal benefits.

Part -B:

Physical Examination:

1. General development GOOD FAIR..... POOR.....

Nutrition : Thin. Average.....Obsc.....

Height (without shoes)..... Weight

.....

Best weight..... When?..... Any recent change in weight?Temperature.....

Girth of Chest :

(1) (After full inspiration)

(2) (After full exoiration)

2. Skin : Any disease

3. Eyhes: 1) Any disease.....

2) Weight blindness.....

3) Field of vision.

4) Defect in Colour vision.....

5) Visual Acutv.....

Acuity of Vision	Naked Eye	With Glasses	Strength of glasses		
			Spt.	Cyl	Axis
Distant Vision					
R.E					
L.E					
Near vision					
R.E.					
L.E.					

Contd...3..

- Contd..4

13. Report of Screening /X Ray Examination.

14. Is there anything in the health of the candidate.....

Likely to render him unfit for the efficient discharge of his duties in
the service for which he is a candidate?

.....
.....

15. In case he candidate is examined for more than one service/post
state for which services has he been examined and found in all
respects qualified for the efficient and continuous discharge of his duties
and for which of them he is considered unfit.

NOTE: The examination Medical Authority should record their findings under
One of the following three categories.

- i) Fit
- ii) Unfit.
- iii) Temporarily unfit on account of.....

Place:

Signature of the Examining
Medical Authority.

*(Note:- This refers to temporary ailments which can be completely cured
Within a period of six months.

ANNEXURE-V

DECLARATION OF FIDELTY AND SECRECY
(Under Section 38 of the Food Corporation Act 1964)

I _____ declare that I shall faithfully truly and to the best of my Judgment, skill and ability execute and perform the duties which are required to me as director , member of the Committee Officer employee of Auditor (as the case may be) of the Food Corporation of India or as member of the Board of management of Food Corporation of India at New Delhi, under the Food Corporation of India and which properly relate to the office or position of India and which properly relate to the office or position in or in relation to that Corporation held by me.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto an information relating to the affairs of any person having any dealing with the said Corporation nor will I allow any person not legally entitled as aforesaid to inspect or have access any books or documents belonging to, or in the possession of, the said Corporation and relating to the business of the said Corporation or the business of any person having any dealing with the said Corporation.

(SIGNATURE)

(Signed before me)

ANNEXURE – VIII

Sub: SELECTION AS MANAGEMENT TRAINEE
(MANAGER _____
CADRE) – REGARDING _____

I hereby given an undertaking that my induction as Management Trainee and appointed as Manager(_____) thereafter will be subject to verification of character and antecedents and in the event of adverse information coming against me from the concerned authority my services are liable to be dispensed with by the Management by giving one month's notice or payment of one month's stipend in lieu thereof.

Dated:

NAME: _____

ADDRESS _____

ANNEXURE.IX.

SERVICE BOND

KNOW ALL MEN BY THESE PRESENTS THAT we (name of the trainee) S/O _____ (full address) (herein after called the obligor) and sureties (1) (Name and address) (2) Name and address (herein after called the sureties) do hereby jointly and severally bind ourselves and our respective successors/assigns to Food Corporation of India a Government of India undertaking, a body corporate having perpetual succession, formed under the Food Corporation Act, 1964, having its Headquarters at 16-20, Barakhamba Lane, New Delhi (hereinafter called FCI) which expression shall unless repugnant to the context include its successors and assignees.

Witnessed that sureties above mentioned have agreed to be the surety to this Bond and sureties on behalf of trainee (obligor) for proper implementation of this bond and protection of FCI interests.

Whereas FCI has offered to appoint the above bounden Shri (name) _____ as a Management Trainee in the services of FCI and, whereas the obligor shall be bound by rules and regulations of the FCI.

Now the condition of this bond/ obligation are such that:

- 1) that the obligor shall undergo training provided by FCI for one year during which period the obligor shall diligently / faithfully undergo the training to the best of his/her ability and conduct and behave himself/herself honestly and will not engage directly or indirectly in any other trade/business/occupation and shall not participate in Trade Union and political activities.
- 2) that the obligor shall be bound by the rules and regulation of the Corporation , as amended from time to time as well as the terms and conditions of training.
- 3) that immediately on successful completion of training the obligor shall be bound to and is under obligation to serve the Corporation for a minimum period of three years as Manager in the Regular pay scale unless his or her services are duly terminated by FCI before the said period.
- 4) that the obligator shall not leave the prescribed training period and thereafter the services of the Corporation during the stipulated bond period of three years.

contd..2

- 5) that if the obligor during the period of training/stipulated service bond period of three years , being asked to leave the services of FCI for any breach/violation of the rules/regulations, he or she shall be deemed to have committed a breach.
- 6) that in the event of any breach/violation of rules/Regulations/bond conditions at any stage during the continuance of the training or thereafter during the stipulated three years bond period for any reason whatsoever the obligor shall repay the Corporation a pre-estimated amount of Rs.1,00,000/- (Rupees one lakh only) towards the expenses incurred for his/her training including the emoluments and the obligor and sureties are jointly and severally liable for payment/repayment of the said amounts to FCI.
- 7) that FCI, however, may at its discretion to terminate the said trainee (obligor) on unsatisfactory progress of the training or unsuitability of the trainee/obligor to the Corporation without requiring the obligor to repay the expenses incurred for training.
- 8) And upon the obligor and or the sureties aforesaid making such payments and fulfilling the obligation under this bond, the above written obligation shall be void and of no effect, otherwise, it shall remain in force and virtue.
- 9) that, the obligor shall in the event of insolvency or death of above sureties, intimate of such event within reasonable time.

Signed and dated this _____ day of _____ two thousand

- 1) Signed and delivered by the obligor
above named, Shri _____ and [Name and Signature].

Sureties

- 2) Signature Name and address of the (Surety No.1.)
- 3) Signature Name and address of the (Surety No.2.)

In the presence of Witness:

- 1)
Name and address. _____ Signature. _____
- 2)
Name and address _____ Signature. _____

ATTESTED NOTARY:

INSTRUCTIONS FOR EXECUTING THE SERVICE BOND

The following instructions are intended to help the Management Trainees in executing the Service Bond.

- i) The Service Bond shall be executed by the trainee with two sureties in the prescribed format for a bond of Rs.1 Lakh, on a non-judicial stamp paper of appropriate value applicable to the State in which the trainee and the surety permanently reside.
- ii) Surety shall be the parents/legal guardians of the trainees;
- iii) The obligor(trainee) and the sureties shall sign at the bottom of every page of the bond and the bond shall be attested by the Notary Public;
- iv) Non-judicial stamp paper of appropriate value shall be purchased in the name of the trainee and the trainee shall bear the cost of stamp paper;
- v) Every page of the Bond shall be numbered and any correction shall be duly authenticated.
