

APPLICATION FOR CERTIFICATE OF THE DEPARTMENTAL TESTS

1. (a) Name (In Capital letters) :
(b) Official Designation (if in Govt.Service) :

2. Address to which certificate is to be sent :

3. Male or Female :

4. Name of tests for which certificates required. :
i)
ii)
iii)
iv)

5. Details of tests passed

Name of Papers or Part	Month & Year of passing the Examination	Register No.

6. Whether you have produced along with the application all the relevant Admission Tickets/ Attendance Certificates :

7. Total value of chalan receipt enclosed :
(No. and date)

8. Signature of the candidate :

9. Date of application :

Note: 1. If the relevant Admission Tickets (Original Attendance Certificate) are not produced, the application will not be entertained.

2. The Fee is Rs.50/- per certificate

3. Certificate will not be issued for individual papers of a test.

HEAD OF ACCOUNT: "0051 (105) STATE Public Service Commission – 800

Other Receipts".

Application form for Attendance Certificate

No prescribed application form. Prepare the application in white paper and submit the same to the Joint Secretary, Departmental Test Wing, along with chelan receipt and the following identity certificate and affidavit.

IDENTITY CERTIFICATE

Specimen Signature of the Candidate

- 1.
- 2.
- 3.

Certified that the Photograph and specimen signature affixed above is of

Sri/Smt..... and that he/she had appeared for the departmental test conducted by Kerala Public Service Commission during

(office seal)

Signature, Name and Designation of the Head of Office/Gazatted Officer

(to be signed on the photograph also)

AFFIDAVIT

I,, solemnly affirm and declare that I myself had appeared for the departmental test..... as per details appended and my original admission ticket of the above examination is irrecoverably lost.

Name and address of the candidate	Name of test and papers attended	Name of Examination Centre	Register Number

Station
Date

Name & Signature of the Candidate

Signed before me

Signature, Name and Designation of the Head of

Office/Gazatted Officer

Note:1. The affidavit & Identity Certificate should be signed before the Head of Office, who should countersign and identify the photograph and specimen signature.

1. The head of office means the drawing and disbursing officer or other superior controlling officer.

Private candidate may get the affidavit and identity certificate counter signed by any gazetted officer of the State/Central Government.