

सं.  
भारत सरकार  
भारत मौसम विज्ञान विभाग  
मौसम विज्ञान के महानिदेशक का कार्यालय  
मौसम भवन, लोदी रोड़  
नई दिल्ली – 110003 (भारत)



No. **DGM-HQ-13012(26)/1/2022-E-II DGM (E- 18402)**  
GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL DEPARTMENT  
OFFICE OF THE  
DIRECTOR GENERAL OF METEOROLOGY  
MAUSAM BHAVAN, LODI ROAD  
NEW DELHI-110003 (INDIA)  
Email: [imd.dgmrc@gmail.com](mailto:imd.dgmrc@gmail.com)  
Tel. No.: 011 – 2434 4332

Dated: 04, April, 2024

### NOTICE

It has been decided to conduct the document verification of candidates nominated by Staff Selection Commission (SSC) on the basis of Combined Higher Secondary (10+2) Level Examination, 2023 for appointment as Lower Division Clerk (LDC) in India Meteorological Department (IMD).

The list of candidates is appended below along with their place of document verification (DV) indicated against their name. The period of document verification is from **22.04.2024 to 24.04.2024**.

S NO	NAME	ROLL NO.	PLACE OF DV
1	TRILOK SINGH	3009043568	IMD (HQ)
2	TANGIRALA KAVYA SRI	8008000059	RMC Chennai
3	ANKITA SALONI	3206053369	RMC Kolkata
4	YASH KUMAWAT	2401007078	IMD (HQ)
5	VANDANA SHARMA	2201032070	IMD (HQ)
6	AKASH SHAW	4410111536	RMC Kolkata
7	SUVAM CHOUDHURY	4605009390	RMC Kolkata
8	JAGADALE SOURABH SOPAN	7208010468	RMC Mumbai
9	HARDIK	2201068985	IMD (HQ)
10	AYUSH PATEL	3010028395	IMD (HQ)
11	SHUBHAM GUPTA	3206083399	RMC Kolkata
12	SAGAR NAG	4417001367	RMC Kolkata
13	DINESH KUMAR SARKAR	2003005999	IMD (HQ)

14	ARPAN DAS	4410124316	RMC Kolkata
15	SURAJ KUMAR AGARHARI	3003052339	IMD (HQ)
16	SAMSHAD ALI	3010085941	IMD (HQ)
17	ADARSH SAH	2201036949	IMD (HQ)
18	SHUBHAM TIWARI	3009036254	IMD (HQ)
19	THARUN PRABU R S	8205003737	RMC Chennai
20	PRASAD MANGUESH	7208012929	RMC Mumbai
21	AJEET KUMAR	3009013905	IMD (HQ)
22	MAYANK SONKAR	3009064631	IMD (HQ)
23	MANOJ GANGWAR	3005022911	IMD (HQ)
24	AMIT KUMAR MISHRA	4415024527	RMC Kolkata
25	DARA SINGH CHAUHAN	7204011367	IMD (HQ)
26	RAVI LELLA	8601005950	RMC Chennai

The Attestation forms (Annexure A to F) is attached herewith.

Candidates are requested to report at 10:00 A.M. for document verification at the office mentioned against their name along with filled Attestation Forms, copy of admit card issued by SSC, original copies of educational certificate, Caste certificate, PAN Card, Aadhar Card, photographs and one set of photocopies of all documents within specified date mentioned above.

  
 (Subhendu Roy)  
 Administrative Officer III  
 For Director General of Meteorology

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## ATTESTATION FORM

## WARNING

Affix signed passport size (5 cm x 7 cm copy of recent photograph)

1. The furnishing of false information or suppression of any factual information in the attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the government.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. subsequent to the completion and submission of this form,, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to 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 at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals letters) with aliases, if any (Please indicate if you have added or dropped in any part of yourname.)	SURNAME	NAME
2.	Present address in full (i.e. Village, Thana and Dist. Or House No., Lane / Street Road and Town)		
3.	(a) Home address in full (i.e. Village., Thana and Dist. Or House No., Lane / Street / Road and Town have of Dist. Headquarter.		
	(b) If originally resident of Pakistan / Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union		
4.	Aadhar No. (if available)		
5.	PAN No. (if available)		

6.	Nationality		
7.	(a) Date of Birth (b) Present Age (c) Age at matriculation		
8.	(a) Place of Birth, Dist. and State in which situated (b) Dist. and State to which you belong (c) Dist. And State to which your Father originally belongs		
9.	(a) Your religion		
	(b) Are you a member of a Scheduled Caste/Scheduled Tribe/Other backward Classes/ EWS? Answer <b>(Yes or No)</b> .		
10.	Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding 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.		
	<b>From</b>	<b>To</b>	<b>Residential address in full (i.e. Village, Thana &amp; District or House No. &amp; Street / Road and Town</b>
			<b>Name of the District Hqtr. of the place mentioned in the preceding column</b>

11. Relation	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address.)	Present postal address (if dead, give last Address)	Permanent Home Address
(a) Father						
(b) Mother						
(c) Spouse						
12.	Information to be furnished with regard to sons and / or daughters 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 / studying / living with Full Address	Date from which Studying / Living in the country mentioned in the previous column		

13.	Educational qualification showing place of education with years in schools and colleges since 15 <sup>th</sup> years of age (Starting from class-X)			
<b>Name of School/College with Full Address</b>		<b>Date of Entering</b>	<b>Date of leaving</b>	<b>Examination passed</b>
14 (a)	Are you holding or have any time held an appointment under the Central Govt. or State Govt. Or a semi-Govt or a quasi-Govt. body or an Autonomous body or a public sector undertaking, or a private firm or institution? If so, give full particulars with dates of employment up to date			
<b>Period</b>		<b>Designation, emoluments &amp; Nature of employment</b>	<b>Full name / address of Employer</b>	<b>Reasons for leaving previous service</b>
<b>From</b>	<b>To</b>			

<b>14(b)</b>	<p>If the previous employment was under the Govt. of India / State Govt./an undertaking owned or Controlled by the Govt. of India or a State Govt./ anAutonomous Body / University / Local Body:</p> <p>If you had left service on giving one month's notice under Rule 5 of the Central Services (temporaryservice) Rules 1965 or any similar corresponding rules, were any disciplinary proceeding framed against you, or had you been called upon to explainyou conduct in any matter at the time you give notice of termination of service or at a subsequent date (s) before your service actually terminated:</p>	
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<b>15 (i)</b>	(a)	Have you ever been kept under detention?	<b>Yes/No</b>
	(b)	Have you ever been arrested?	<b>Yes/No</b>
	(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in anycourt of law)	<b>Yes/No</b>
	(d)	Is any criminal case pending against you in any court of law at the time of filling this attestation form?	<b>Yes/No</b>
	(e)	Have you ever been convicted by a Court of law for any offence?	<b>Yes/No</b>
	(f)	Whether discharged/expelled/withdrawn from any training institution under the Govt. Or otherwise?	<b>Yes/No</b>
	(g)	Have you ever been rusticated by any University or any othereducational authority / institution?	<b>Yes/No</b>
	(h)	Have you ever been debarred / disqualified by any Public ServiceCommission from appearing at its examination / selection?	<b>Yes/No</b>
<b>15(ii)</b>	If the answer to any of the above mentioned question 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 thisAttestation Form.		



**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_  
months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

2. Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place : \_\_\_\_\_

Signature

Date : \_\_\_\_\_

Designation \_\_\_\_\_

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\* (To be attested by stipendary I Class Magistrate/District Magistrate or Sub-Divisional Magistrate).

ATTESTED

Place:

Date:

Signature

Designation

(Attesting Authority)

( This should be done after the candidate has been finally selected)

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**DISCHARGE CERTIFICATE**

No.....

Place .....

Date .....

Shri/Smt/Kumari .....  
has been working as ..... In the Ministry/Department of .....  
.....from.....to.....  
.....He/She was drawing Rs .....as pay with/without allowance and his/her  
services have been or are likely to be terminated with effect from ..... on  
account of reduction in establishment.

His/Her work and conduct were satisfactory.

Signature.....

( Designation of Officer and office seal )

Inda Meteorological Department

**MARITAL STATUS DECLARATION FORM**

I, Shri/Smt/Kumari \_\_\_\_\_ declares as under:

- i) That I am unmarried/a widower/ a widow
- ii) That I am married and have only one spouse living
- iii) That I have entered into or contracted a marriage with a person having a spouse living.  
Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the life time of my declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

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.

DATE

SIGNATURE

\* Please delete clause/clauses not applicable.

FORM TO BE FILLED BY GOVERNMENT EMPLOYEES ON FIRST APPOINTMENT

1. Close relation who are Indian National domiciled in other countries:

S.No.	Relation	Name	Nationality	Present Address	Place of birth	occupation
1.	Father					
2.	Mother					
3.	Wife/Husband					
4.	Son(s)					
5.	Brother(s)					
6.	Sister(s)					

2. Close relations resident in India who are non-Indian:

S.NO.	Relation	Name	Nationality	Present Address	Place of birth	Occupation
1.	Father					
2.	Mother					
3.	Wife/Husband					
4.	Son(s)					
5.	Brother(s)					
6.	Sister(s)					

If in public service, give all particulars regarding designation of the post held, name of department/office etc. where employed and the date of such employment.

I certify that the foregoing information is correct and complete to the best of my knowledge.

Signature:

Name:

Designation:

Date:

- NOTE:** 1. Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.  
2. Subsequent changes, if any in the above data should be reported to the head of the office/department at the end of each year.

**UNDERTAKING**

I understand that my appointment to the post of \_\_\_\_\_ is purely provisional pending the issue of a certificate of eligibility in my favour after necessary verification of my antecedents and that in the event of such certificate being refused, my appointment shall stand cancelled.

I agree to serve anywhere in India or abroad where the India meteorological Department has or may establish an office or observatory according to the exigencies of service.

I am not serving or under obligation to serve another Central Government Department, a State Government or a Public Authority.

Signature of the candidate

Place:-

Dated:-

India Meteorological Department

**FORM-1**

To

The Director General of Meteorology, India  
Meteorological Department, Mausam Bhavan,  
Lodi Road, New Delhi-110003.

Sub: Acceptance of the Offer of Appointment to the post of \_\_\_\_\_  
in India Meteorological Department.

Ref. :

Sir,

I, hereby, accept the Offer of Appointment to the post of \_\_\_\_\_ in India Meteorological Department as per terms and conditions laid down in the above mentioned offer of Appointment Memorandum.

Duly filled up annexure A to F is enclosed herewith, self attested copies of degree/ diploma certificate, Date of Birth and three copies of passport size photograph duly attested is enclosed herewith.

I am willing to join immediately/at \_\_\_\_\_ days prior notice (strike out which is not applicable).

Thanking You,

Yours faithfully,

Dated :

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