

**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A-Gr.II)**

No. F-1(5)DOP/A-2/17

Jaipur, dated-

19 5 MAY 2018

1. All Additional Chief Secretaries/
Principal Secretaries/Secretaries/
Special Secretaries to Government.

2. All Heads of Departments (including
Divisional Commissioners and
Distt. Collectors).

CIRCULAR

Sub : Verification of antecedents of the candidates prior to
appointment in Government service.

The Government, vide its Circular No. F. 7(1)DOP/A-2/77 dated 31.08.1977 and Circular No. F. 2(22)karmik/ka-2/87 dated 11.10.1989 and 30.09.97 had requested all the Principal Secretaries/ Secretaries/ Special Secretaries/Deputy Secretaries to Govt. and all Heads of Departments, including Divisional Commissioners and District Collectors, that the provision regarding verification of Character and antecedents of the candidates before appointment should be strictly complied with.

A large numbers of officials are appointed in Government of Rajasthan through transparent selection process conducted by departments or recruiting agencies like RPSC and RSMSSB. Once, the list of successful candidates are recommended by these agencies under the existing provisions of respective recruitment rules, the appointing authorities undertake an exercise to ascertain character and the antecedents of the successful candidates before issuing the formal appointment order.

It is observed that the process of verification of character & antecedents often takes four to six months time, which results in undue delay in issue of appointment orders and consequent filling up of the post.

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In view of above, it has been decided that the condition of prior police verification will apply only to the services and posts under the Home Department. The verification of character & antecedents will be carried out, but the issue of appointment orders need not be withheld pending such verification for other services and posts. The appointing authorities will issue provisional appointment orders after obtaining the attestation form and self declaration from the candidate. The candidate will submit the details of attestation form along with the self-declaration as per annexure, certifying that all facts and details given in the form are correct.

In the provisional appointment order, it will be clearly mentioned that in case character & antecedents of the candidates is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment order will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.

The exercise of the verification of character & antecedents should be carried out within six months from the provisional appointment. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment will be confirmed.

If the verification report is not received within six months then following course of action will be taken :

- c) The appointing authority will refer the matter to SP/DCP of the concerned District asking to provide the verification report in three months.
- d) If the report is still not received, then the Home Department will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation of the provisional appointment is taken.

In case, any of the information submitted by the candidate is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment order forthwith. The candidate shall be rendered unfit for any government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of India Penal Code (IPC) etc. as deemed fit.


In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by Department of Personnel after a

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reference is submitted by administrative department giving full justification.

The above instructions supersedes all existing instructions in this regard. It is, therefore, enjoined upon all concerned to bring the contents of this Circular to the notice of all authorities under them for information and compliance. Cases disposed of before above instructions shall not be re-opened.

Encl: As above


(Bhaskar A. Sawant)
Secretary to Government

Copy forwarded to the following for information and necessary action :-

1. Secretary to Governor.
2. Secretary (I/II) to CM.
3. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
4. Secretary, RPSC, Ajmer.
5. Secretary, RSMSSB, Jaipur.
6. Secretary, Rajasthan Legislative Assembly, Jaipur.
7. Secretary, Rajasthan Lokayukta Sachivalaya, Jaipur.
8. Secretary, Rajasthan Civil Services Appellate Tribunal, Jaipur.
9. Guard File.


Secretary to Government

20/2018