

**FORMAT OF SERVICE CERTIFICATE TO BE PRODUCED FOR  
RECRUITMENT BY TRANSFER AS  
LOWER DIVISION CLERK.**

1. Name of the Candidate :
2. Name of post held by the applicant with scale of pay and the pay now drawn by the applicant :
3. Name of the Department :
4. Name of the Subordinate service to which the applicant belongs :
5. Date of commencement of probation and date of completion of probation in the above subordinate service.  
State whether an approved probationer or full member of the service :

Certified that the above details in respect of Shri/Smt .....  
..... who is an approved probationer/full member of the Subordinate services, have been verified by me with the service particulars of the candidate and that they are found correct. She/He is eligible to apply for the post of Lower Division Clerk in Various Departments as per Rule 2(13) of the KS& SSR 1958.

Signature of Head of the Office  
with the name and the designation

Place :

Date:

(Office Seal)