

(Format of Service Certificate to be produced for recruitment by transfer as)

**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. He/She is eligible to apply for the post of Clerk in Various Departments as per Rule 2(13) of the KS & SSR 1958.

Signature of Head of the Office  
with the name and designation

Place

Date

(Office Seal)