

# **CERTIFICATE OF DEPARTMENTAL PERMISSION**

**To be submitted by the candidate who is in Govt. / Semi Govt. Service**

**1. The following particulars should be filled in by the candidate:-**

- a) Name \_\_\_\_\_
- b) Father's Name \_\_\_\_\_
- c) Post held at present \_\_\_\_\_
- d) Office / Department \_\_\_\_\_
- e) Post applied for \_\_\_\_\_
- f) Advertisement dated \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

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**2. (This portion should be filled in by the Department / Office.)**

The above mentioned candidate has been permitted by this Office / Department to apply for the said post and that:-

- a) He/ She has been employed in this Department/ Office as \_\_\_\_\_ since \_\_\_\_\_
- b) He / She holds this post in permanent / temporary or adhoc capacity.
- c) There is nothing on record of this Department which may render him ineligible for the post and that his / her record of service is satisfactory and no departmental proceedings / enquiry are pending against the candidate.
- d) If a Departmental candidate / employee is selected, he / she will be relieved by the Parent Department to join the post for which he / she has applied.

\_\_\_\_\_  
Signature Appointing Authority or Authorized Officer on his behalf

Name: \_\_\_\_\_

Stamp: \_\_\_\_\_

Dated: \_\_\_\_\_