



UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment – II
Date: 21-09-2026

Order No: UH/Estt-II/B-2/2026/3034

OFFICE ORDER

Sub: Verification of Character and Antecedents of Non-Teaching employees including Other Academic Staff appointed through Direct Recruitment against Employment Notifications — Issued in 2023, 2024 and 2025 — Orders — Issued.

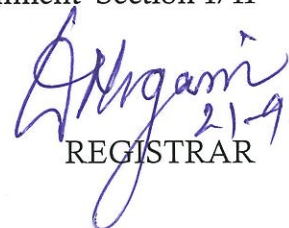
Ref: Orders of the Vice-Chancellor dated 20.08.2026.

1. Consequent upon the selection and appointment of candidates to various non-teaching posts in the University through direct recruitment against the Employment Notifications issued during the years 2023, 2024 and 2025, the Vice-Chancellor has ordered to verify the character and antecedents of all newly appointed employees in accordance with the applicable rules and guidelines as per the prescribed procedure.
2. Employees who joined the University service from Central/State Government Departments, Autonomous Bodies, Central/State Universities or other Government organisations, a fresh verification of Character and Antecedents is not necessary, provided that their character and antecedents have already been duly verified by the previous employment and the verified records/report are obtained from the previous employer through proper channel.
3. However, where an employee has a break in service of one year or more immediately preceding the date of joining the University, fresh verification of character and antecedents shall be undertaken, notwithstanding the verification carried out by the previous employer.
4. Accordingly, all Non-Teaching employees including Other Academic Staff appointed through direct recruitment against the Employment Notifications issued during the years 2023, 2024 and 2025, except those covered under para 2 above are hereby directed to submit two sets of the prescribed Attestation Forms enclosed, duly filled in and signed, furnishing complete, correct and accurate particulars relating to their past residences, educational qualifications, employment/service history and other particulars required, for the purpose of verification of their character and antecedents.

5. The duly completed Attestation Forms, along with self-attested copies of the documents/certificates specifically required for the purpose of verification, shall be submitted to Establishment Section-I/II through the respective Heads of the Schools/Departments/Centres/Administrative Units, within 10 (ten) days from the date of receipt of this Order.

6. The employees concerned shall ensure that all information furnished in the Attestation Form is complete, correct and truthful. Any suppression of material information or misrepresentation or furnishing of false information, if subsequently established, shall be dealt with in accordance with the applicable University rules and the terms and conditions of appointment, without prejudice to any other action permissible under law.

7. The Heads of concerned schools/Departments/Centres/Administrative Units shall ensure that the prescribed Attestation Forms are duly completed by the employees concerned and forwarded to Establishment Section-I/II within the stipulated time.


21-9-26
REGISTRAR

To

All concerned employees (Non-teaching & Other Academic Staff) along with the proforma of attestation form

Copy to:

All Deans of Schools/Heads of the Departments/Centres/Administrative in-charges

Deputy Registrar (E-II)

Assistant Registrar (E-I)

Assistant Registrar (HR, EC & Legal Cell)

ATTESTATION FORM

“WARNING”:

Affix signed passport-size
(5cm.x7 cm. approx.) 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 early, 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 suppressions 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.(a)Name in full (in block capitals) with aliases, if any	SURNAME	NAME
(b) Have you ever changed your name or surname, or added/dropped any part of your name at any stage? If yes, please furnish the details of the original name, changed name and date of change along with documentary proof		
2. Present Address in full (i.e. Village, Thana and District or House Number, Lane/ Street Road and Town).		
3. (a) Home Address in full (i.e. Village, Thana, and District or House Number, Lane Street / Road and Town and name of District Headquarters.		
(b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to the Indian Union.		

4. Particulars of places (with periods, of residences) 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.

From	To	Residential addresses in full (i.e., Village, Thana and Distt. or House No. Lane / Street Road and Town.	Name of the District Headquarters of the place mentioned in the preceding column.

	Name	Nationality (by birth and/ or by domicile)	Place of birth	Occupation (if employed, give designation & official address).	Present postal address (if dead, Give last address)	Permanent Home address.
(i) Father (Name in full aliases, if any.						
(ii) Mother						
(iii) Wife/husband						
(iv) Brother (s)						
(v) Sister (s)						

5. (a) Information to be furnished with regard to sons(s) and or daughter(s) 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 living with full address	Date from which studying living in the country mentioned in previous column.

6. Nationality :

7. (a) Date of birth	(a)
(b) Present Age	(b)
(c) Age at Matriculation	(c)

8. (a) Place of birth, District and State in which situated.	(a)
(b) District and State to which you belong.	(b)
(c) District and State to which your father originally belong.	(c)

9. (a) Your religion.	
(b) Are you a member of a Scheduled Caste/Scheduled Tribe? Answer 'Yes' or 'No'.	

10(A). Educational Qualification showing places of education with years in Schools and Colleges since 15th Year of age.

Name of School/College with full address	Date of entering	Date of leaving	Examination passed.

10(B). Have you had any gap in your educational career? If yes, please furnish the details of the period of gap, from and to dates, and the reasons for such gap.

11. (A) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.
From	To			

11. (B) Have you had any gap in your employment/service career? If yes, please furnish the details of the period of gap, from and to dates, and the reasons for such gap.

11. (C) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated?

12. (i) Have you ever had any FIR registered against you?	Yes/ No
12.(ii) (a) Have you ever been arrested?	Yes/ No
(b) Have you ever been prosecuted?	Yes/ No
(c) Have you ever been kept under detention	Yes/ No
(d) Have you ever been bound down?	Yes/ No
(e) Have you ever been fined by a Court of Law?	Yes/ No
(f) Have you ever been convicted by a Court of Law for any offence?	Yes/ No
(g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?	Yes/ No
(h) Have you ever been debarred/ disqualified by any Public Service Commission/Staff Selection Commission for any of its examination selection?	Yes/ No
(i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form?	Yes/ No
(j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form?	Yes/ No
(k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?	Yes/No

12(iii) 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 this form along with documentary proof	
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NOTE:(i) Please also see the '**warning**' at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be

