

SPARK FORM NO.1 (JOINING REPORT-Fresh Appointment)

Instruction: This form required to be duly filled up and submitted by the prospective employees while reporting for duty on fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the appointing authority the Subject Assistant will feed the data into SPARK and obtain Permanent Employee Number from the system and write down it in the box provided below for the purpose

Specimen Signature

Signature shall not touch the lines

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Specimen Signature

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| <p>Affix a recently taken passport size photo</p> |
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PART-A (For Office use)

| | | | | | | | | | |
|---------------|--|--|--|--|--------|--|--|--|--|
| Employee Code | | | | | | | | | |
| Department | | | | | Office | | | | |

PART-B: PERSONAL DETAILS

(To be filled up by the prospective employee)

| | | | |
|--|---|--|--|
| Name (In capital letters and initials after the name) | | | |
| Date of birth | | Sex | |
| Name of father | | | |
| Name of Mother | | | |
| Nationality | | State | |
| Caste | | Religion | |
| Category General/ SC/ST/OBC/OEC | | Whether physically handicapped (yes or no) | |
| Whether ex-servicemen? (yes or no) | | PAN Number | |
| Voter ID Card Number | | Ration Card Number | |
| Identifications marks of the prospective employee | 1 | | |
| | 2 | | |
| Height | | Marital status (unmarried/married/divorced) | |
| Spouse's Name | | | |
| Spouse's religion | | Spouse's caste | |
| Whether inter religion/cast marriage (yes/no) | | Whether spouse is employed | |
| Spouse employed in (specify organization) | | | |

PART-C: CONTACT DETAILS

| Present Address | | Permanent Address | |
|--------------------|--|--------------------|--|
| House No. and Name | | House No. and Name | |
| Street Name | | Street Name | |
| Place | | Place | |
| Pin | | Pin | |
| State | | State | |
| District | | District | |
| Taluk | | Taluk | |
| Village | | Village | |
| Phone No. | | Phone No. | |
| Home Town | | Home Town | |
| Mobile No. | | Email address | |

PART-D: RECRUITMENT DETAILS

| | | | |
|-------------------------------|--|---|--|
| Source (PSC or other agency) | | Type (General or Special recruitment) | |
| Method (Direct/ By transfer) | | Scale of Pay | |
| Advice Memo No. | | Advice Memo date | |
| Is District recruitment (Y/N) | | If District recruitment specify the District | |
| Serial No. in the advice memo | | Entry category (state service/ state subordinate service) | |
| Appointment Order No. | | Appointment Order date | |

PART-E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS

| | | | |
|-------------------------------|--|--------------------------------|--|
| Department | | Designation | |
| Relieving Order No. | | Relieving Order Date | |
| Office last worked | | Earlier Recruiting agency | |
| Earlier Advice Memo No | | Earlier Advice Memo Date | |
| Earlier Appointment Order No. | | Earlier Appointment Order Date | |

PART-F: EDUCATIONAL QUALIFICATIONS

| Course Title | Subject | University/Board | Institution studied | Class/ Percentage | Reg No. & Year |
|--------------|---------|------------------|---------------------|-------------------|----------------|
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PART-G: DECLARATION

Declaration by the prospective employee

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce the original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name

Date

Signature

PART-H: VERIFICATION (For office use)

Verified the original documents and found eligible for admission to duty.

Name & dated signature of the Reporting Officer

Admitted to duty. Employee details may be furnished into SPARK and PEN obtained.

Name and dated signature of the Appointing Authority