

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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Affix a recently taken passport size photo
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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

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