

APPLICATION FORM FOR NON-TRIBAL EMPLOYEE CLEARANCE CERTIFICATE

(Please note:- All Columns in the application should be duly filled, incomplete application will summarily be rejected)

Form Sl. No:

To,

The Secretary to the Executive Committee,
Khasi Hills Autonomous District Council,
Shillong.



Passport
Size

Sir,

I have the honour to request you to kindly grant me a Non-Tribal Employee Clearance Certificate, necessary particulars are as given below:-

1. (a) Name of the applicant (in block letters)
- (b) Home Address of the applicant
- (c) Address of the Home Police Station with Post Office
- (d) Present address of the applicant with Police Station
- (e) Name of the House Owner with address
- (f) Number of Years residing in Meghalaya
- (g) Sex (Male/ Female)
- (h) Height
- (i) Identification mark
- (j) Married/ Unmarried
- (k) Community / Religion
- (l) Date of Birth and Age as on date
2. (a) Father's Name
- (b) Mother's Name
3. Numbers of Family Members residing in Meghalaya.
4. Whether convicted in connection with a criminal case at any time.
5. Type of Service/ Work
6. Place of Work.
7. Wages drawn daily/annually.
8. (a) Name of Employer
- (b) Address of Employer with Contact No.
- (c) Trading License Number
- (encl. copy of the License in case of Non-Tribal Employer).
9. Are you a Citizen of India?

10. Whether the applicant has been convicted of any offense involving moral turpitude or under and Act/ Rule/ Regulation made by the District Council.
11. Name of 2 (Two) responsible person(s) who will vouch (a)
for you with a proper address and phone number.
(b)
.....
12. Any other special information.

I do hereby declare that the statements given above are true and correct to the best of my knowledge, information and belief, If any of the statements is false, I am liable to any punishment as deem fit and proper by the competent authority.

Dated:

Signature of the Applicant

TO BE FILLED BY THE EMPLOYER

Certified that Shri / Smti is working under me as and the statements given above by my employee are true and correct to the best of my knowledge. If anything is found to be false with the above statements by my employee, I hereby take moral responsibility for his/ her conduct.

Signature of the Employer(s)

Seal:-

Contact No.:-

Note :

A. Document(s) to be submitted by an applicant for Non-Tribal employee Clearance Certificate :-

Certificate :

- i) Election Photo Identity Card (EPIC)
or
- ii) Aadhar Card

B. Other supporting document to be submitted with one of the above :-

- i) Residential certificate from House owner with phone No. / Certificate from the employer with Phone No. for applicants residing at the place of work.
or
- ii) Residential certificate from the headman
or
- iii) Front page of the Bank pass book with registered account in Meghalaya
or
- iv) Certificate from the In-charge of any police station/police beat house/police outpost of Meghalaya State Police.

Note : Document (s) should be self attested.