

**BHABHA ATOMIC RESEARCH CENTRE
SECURITY SECTION, ANUSHAKTINAGAR
Application for Maid Servant**

Date : ____/____/____

A) Details of the Employee :

Name : _____

Designation/Divn./Unit : _____

Residential Address : _____

Contact No.: (Off.) : _____ (Res.): _____ (Mob.): _____

B) Details of the Maid Servant :

Name : _____

Age/Date of birth : _____

Address : _____

Contact No./ Mobile No. : _____

Photograph duly Attested by the Allottee
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(Aadhar Card / Driving License / Election ID / Passport may be submitted as proof of Identity & Address which should be same in PVC)

1. Identity & Address proof with number : _____
2. PVC number : _____ Date of issue : _____
3. Certificate of Covid-19 /Antigen /Antibody Test Number : _____ Date : _____

(The validity of this certificate is valid for 15 days from the date of issue of the certificate)

(_____)
Signature of Maid Servant

(_____)
Signature of Allottee

Attested Photocopies of the following documents are attached herewith

- | | |
|---|---|
| 1) Allotment letter of applicant | 2) Identity & Address proof of Maid Servant |
| 2) Covid-19 / Antigen / Antibody Test Certificate | 4) PVC |

(SECURITY SECTION)

Pass no. _____ issued on date : _____ is valid upto: _____

Security Officer (Admin)

कामवाली (सेविका) / कामवाला (सेविक) के लिए वचन-पत्र UNDERTAKING FOR HOUSEMAID

मैं, अधोहस्ताक्षरी फ्लॉट संख्या _____ का निवासी श्री/श्रीमती _____ को नौकरीदेने/नियुक्त करने का इच्छुक हूँ तथा वचन देता हूँ कि: I, the undersigned, residing at Flat No. _____ would like to employ / appoint Shri/Smt. _____ as housemaid and hereby undertake that :

1. मैं कामवाली (सेविका) / कामवाला (सेविक) की पूरी ज़िम्मेदारी लेता/लेती हूँ. I take full responsibility of the housemaid.
2. वह केवल मेरे ही घर पर काम करेगी / करेगा और कॉलोनी में किसी अन्य के घर नहीं जाएगा. He/She will be working only in my flat and would not go to any other residential flats inside the colony.
3. मैं पंद्रह दिन के अंतराल से अणुशक्तिनगर सुरक्षा को उसकी/उसका कोविड एंटीबॉडी टेस्ट/एंटीजेन टेस्ट/की रिपोर्ट प्रस्तुत करूंगा/करूंगी. I would submit his/her Covid Test/Antigen Test/Antibody Test to Anushaktinagar Security on fortnightly intervals.
4. वह हॉट स्पॉट/प्रतिबंधित क्षेत्र से नहीं होंगे. He/She is not from Hot spot/Containment zone.
5. उन्हें कोविड संबंधी दिशा-निर्देशों का कड़ाई से पालन करना होगा. He/She will strictly adhere to all Covid related guidelines.

मैं सहमत हूँ कि उपरोक्त वचन-पत्र के उल्लंघन के मामले में, बिना किसी सूचना के कामवाली बाई (सेविका) की अनुमति रद्द कि जाएगी. I agree that, in case of violation of any of the above mentioned undertaking the permission for housemaid will be cancelled without any notice.

(_____)
Signature of Maid Servant

(_____)
Signature of Allottee

Kindly note that in view of the prevailing situation of Covid-19 pandemic, the following conditions are to be strictly adhered to while appointing a Maid Servant :

- a) The resident has to apply for the service of the Maid in the format as available in Security section with all details and necessary documents for whom the services are required.
- b) The resident should ensure that the Maid is not from Hot spot / Containment zone :
- c) The Maid should possess valid Police Verification (PVC) and also proof of identity such as Adhar card / Driving Licence / Election ID / Passport etc. for verifying proof of residential address. The address in Adhar Card / Driving Licence/ Election ID / Passport and PVC should be the same.
- d) The Maid should possess a valid Covid-19 Test Certificate / Antigen Test / Antibody Test certificate.
- e) The application should be complete in all respect.
- f) The final decision for issue of permission will rest on the Competent Authority after scrutiny of application taking into account all the above factors.
- g) Permission for Maid will be granted subject to the condition that he/she work in only one residential flat in colony which an undertaking to that effect will be given by the both the Allottee and Maid Servant.
- h) Allottee will take responsibility about Maid Covid Test / Antigen Test / Antibody Test every Fortnightly and the Test Certificate will be submitted well in advance to Security Section for renewal of entry pass in working time and working hours.