

1. You should bring the Call Letter and the following documents, in original, for verification **AND** submit self-attested copies of the documents/certificates for the record of the Commission:-

1.1. Date of Birth as recorded in the **Matriculation/ Secondary School Examination** Certificate only will be accepted by the Commission for determining the age. or equivalent certificate in support of your Date of Birth

1.2. **Educational Certificate (s) i.e. Degree/ Provisional Certificate** from a recognized University **in support of your Educational Qualification** (obtained before the crucial date (i.e) 01.01.2017 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet & Year-wise Mark Sheets (with overleaf details, if any) as proof of subjects studied at various levels;

1.3. Certificate of recognition/approval given by Distance Education Bureau, University Grants Commission in case the degree awarded to you is by Open and Distance Education mode/Deemed Universities/Institutions of National Importance.

1.4. **SC/ST/OBC/EXS/PH Certificates** issued by the competent authorities, in the prescribed format as given in the Notice.

Note: (i) Candidates who wish to be considered against vacancies reserved must submit requisite certificate from the competent authority at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/EXS/PH status will not be entertained and their candidature/applications will be considered under UR (General) Category.

(ii) Candidates seeking appointment on the basis of reservation to OBCs must ensure that they possess the caste/community certificate and does not fall in creamy layer on the crucial date i.e. 05.05.2017. It may be ensured that the OBC Certificate indicating the Creamy Layer status is obtained in the Central Government format prescribed at Annexure-VII of the Notice for the Recruitment.

1.5. **Service Certificate** from your employer, as in Annexure-III of the Notice, (in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate). Please note that you will not be eligible for being treated as a Departmental Candidate if you have ceased to be in Government Service;

1.6. **No Objection Certificate (NOC)** from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation. NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce NOC;

1.7. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;

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1.8 If an Ex-serviceman candidate who has already secured employment on civil side, wants to get the benefit of reservation under Ex-servicemen category in terms of DoP&T O.M No. No.36034/1/2014-Estt.(Res.) dated 14.08.2014, he should bring **a letter from the present employer** stating that he has informed his employer that he had applied for the said Examination before joining the initial civil employment;

1.9. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.10. Certificates in support of claim regarding **experience**, if any, indicating the nature of duties performed and the functions of the organization where such experience was gained;

1.11. Two recent **Colour passport size photographs**;

2. If you do not produce any of the above mentioned documents **in original**, along with **one set of self-attested copies (1 set)** of the same, you will not be admitted for the Document Verification.

3. You will have to bear travelling and other expenses for Document Verification. The Commission will **NOT** pay/reimburse any kind of expenditure incurred by you in this regard.

4. Any change in your present postal address should be communicated to this Regional Office at once indicating your Name, Roll No and Name of the Recruitment.

5. **Your candidature is Provisional.** You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement/notice of the examination. **If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained.**

6. The fact that you have been called for Document Verification does not confer any right on you to be treated as eligible in all aspects for appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down in the Notice.

7. **No change in Date/Batch of Document Verification will be allowed** for any candidate under any circumstance. **In case you fail to attend the Document Verification on the scheduled date, it will be presumed that you are not interested in the post and your candidature will be treated as `cancelled`.** No further correspondence will be entertained in this regard;

8. Canvassing in any form will result in cancellation of your candidature.

If any of the above conditions is not fulfilled, your candidature will be rejected.
