

ANNEXURE

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 You should bring 2 copies of recent passport size photograph, **an ORIGINAL ID WITH CLEAR PHOTOGRAPH** as Identity proof such as 1.Passport, 2.AADHAAR Card, 3. Driving Licence, 4. Valid University/College ID, 5. Voter ID Card, 6.PAN Card and 7.ID Card issued by Central or State Govt.

1.2. **Matriculation/Secondary School Examination or equivalent certificate in support of your Date of Birth;**

1.3. Educational Certificate (s): i.e., Degree/Diploma/ Provisional Certificate from a recognised University in support of your Educational Qualification (obtained before the crucial date i.e., 27.09.2017 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet/Year-wise Mark Sheets (with overleaf details, if any) in proof of subjects studied at various levels.

1.4. **SC/ST/OBC/Ex.S/PH Certificates** obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment;

1.5. **Service Certificate** from your employer in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate and in support of your claim that you have completed three years of regular service on the prescribed date and also the Departmental endorsement/certificate with particulars, duly verified by your Office. 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 Certificate in support of claim regarding experience, indicating the nature of duties performed and the functions of the Organization where such experience was gained;

1.7 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 Recruitment to the post of Multi Tasking (Non-Technical) Staff in Different States and Union Territories, 2016 before joining the initial civil employment;

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 Document Verification under any circumstance;

3. You will have to bear travelling and other expenses on your journey to and from the place of the 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 Office at once indicating your (i) Name (ii) Roll No. (iii) Name of the Recruitment/ Selection Post (Advt No. & Cat No.) (iv) Post applied for and (iv) New Address.

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 to be considered for Document Verification. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question;
7. No change in Date, Time & Venue of Document Verification will be allowed for any candidate under any circumstance. In case you fail to attend Document Verification, **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, you will not be allowed to appear for Document Verification.