

## GUIDELINES FOR CANDIDATES

1. The Candidates belonging to OBC category should submit an OBC certificate containing “creamy Layer” clause issued by the Competent Authority as per the Proforma prescribed by the Government of India. The appointment is provisional and is subject to the Caste/Tribe/Nativity certificate being verified through the proper channels and if the verification reveals that the claim belonging to Scheduled Caste or Scheduled Tribe or OBC, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of False Certificate.
2. At the time of verification, you will have to produce the following documents: (Original as well as one Xerox copy)
  - Five copies of recent colour passport size photographs and a stamp size photo.
  - All original Certificates from 10<sup>th</sup> standard onwards.
  - Address proof (like Ration card, Driving licence. Adhar Card etc.)
  - Photo Identity proof (like PAN card, Voter ID, Driving license etc)
  - Community certificate in case of SC/ST/OBC in the prescribed format.
  - Certificate from competent authority (Medical Board duly constituted by the Central/State Government) for persons with disability.
  - Original Discharge certificate in case of Ex-Servicemen.
  - Medical certificate of physical fitness from a **Government Civil Surgeon in the prescribed format.**
  - If employed, Discharge and Character certificate from the previous employer.
  - Three character certificates, out of which one must be from the Principal/Head of Department of the College/University last attended by him/her and the remaining two from Gazetted officers or Bank officers. Certificates given by relatives are not acceptable.
3. Three sets of Bio data form in prescribed format available in our website.
4. Three sets of Attestation form in prescribed format as available in our website.