

ASSISTANT RECRUITMENT EXERCISE 2018
INSTRUCTIONS TO CANDIDATES CALLED FOR DOCUMENTS
VERIFICATION AND REGIONAL LANGUAGE TEST

- 1) Candidates must fill in the enclosed Data Sheet and submit the same in **duplicate** along with **2 photographs** to the officials of NIA at the center/venue on the date of Regional Language Test. Details of the self-attested true copies of enclosed documents should be mentioned in space provided in the Instruction Sheet.
- 2) Candidates shortlisted, will have to qualify the Regional Language Test and final selection will be made on the basis of performance in the Online Tier II(Main) examination subject to qualifying Regional Language Test.
- 3) Any irregularity committed in furnishing information to the company shall disqualify the candidate for which, he/she shall be solely responsible and no correspondence in this regard shall be entertained.
- 4) Complete information must be furnished in the Data Sheet. Dots, dashes or any ambiguous language/phrases should not be used while furnishing information in the Data Sheet. In case, space provided in the Data Sheet is found insufficient, candidates may incorporate further information overleaf or use a separate sheet for this purpose.
- 5) In case, candidate belongs to SC/ST category, he /she will have to furnish a Caste / Community Certificate in the prescribed format duly signed by Authorities empowered to issue such certificates.

Candidates belonging to OBC categories have to submit Non Creamy Layer certificate based on the Income for the financial year ending 31.03.2018. In addition to the Non Creamy Layer Certificate, the OBC candidates will have to submit a declaration as per the format along with the Data Sheet. However, our advertisement dated 13/07/2018 may be referred for formats of all certificates.

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6) At the time of Regional Language Test, candidates must bring with them the following ORIGINAL CERTIFICATES and 2 Self attested copies of each document. These self-attested copies should be attached to this Instructions Sheet for verification:-

a) Certificate of Birth, issued by the Competent Municipal Authorities or SSLC/SSC or Std X Certificate with DOB;

If the date of birth stated by the candidate in the application is inconsistent with the certificate produced, his candidature is liable to be rejected and withdrawn with immediate effect.

b) Std XII Certificate

c) Graduation / Equivalent certificate

(University having declared result on or before 31-07-2018)

d) Post-Graduation Certificates, if done

e) Marks sheets etc.

f) Certificates of Professional qualification (other qualification), if any.

g) Caste Certificate.

i) **NOC from present employer, in case if employed.**

j) **Photo Identity proof**

If the Caste Certificate in original is not produced by the candidates belonging to SC/ST/OBC at the time of Regional Language Test, the Company/Selection Committee reserves the right not to consider his/her candidature. If the candidate fails to produce the original caste certificate and or a true copy of the same the candidate shall solely be responsible for rejection/ withdrawal of his/ her candidature.

7) **Original documents are required**, to ascertain the candidate's eligibility for this recruitment.

8) SC/ST/PWD outstation candidates called and allowed to appear for Regional Language Test will, on production of sufficient proof of having undertaken railway journey, be reimbursed the actual fare(s) incurred for SECOND CLASS or actual Bus fare by the shortest possible route; to and fro the destination mentioned in present address for correspondence OR the place of work/stay from which the candidate actually performed journey for the purpose whichever is less. In the absence of producing proof of having undertaken journey. Such candidates shall not be entitled to claim any reimbursement.

9) Change of venue for Regional Language Test shall not be permissible on account of change in the address. In case, any candidate undertakes journey from a place other than one mentioned in the application, such candidates shall not be entitled to claim any reimbursement of railway fare(s) and company will have the discretion to decide the circumstances in which candidates had to perform such journey.

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10) If a candidate is still pursuing further studies, either full or part time; he/she should clearly mention this information in the Data Sheet in the space provided for this purpose.

11) NO ORIGINAL CERTIFICATES should be attached to this instructions sheet and presented to the NIA at centers for Regional Language Test. Only attested true copies of the documents should be attached and detailed information regarding enclosures should be furnished in the space provided herein below for the purpose.

I have read all the instructions and carefully followed the same. As desired, I enclose the following attested true copies of the Certificates/Marks Sheets and testimonials for verification purpose:-	
Roll. No.	Name of the candidate:
S'. No.	Description of Documents

Total no of documents attached(both figures and words). _____

The candidates are advised to satisfy themselves before they appear for the Regional Language Test that they fulfill all the requirements as to age, qualification, etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the Regional Language Test will not automatically confer any right of being selected for the said post.

Place:

Date : _____

Signature of Candidate

P.S.:-Please do not change the format or any part of this Instruction Sheet.