

**Detailed Instructions for candidates appearing for Document Verification in
Post Of Junior Computer Programmer, Stenographer Grade
II, Assistant, Computer Operator & Lower Division Clerk, Advertised On 31st
May 2019, To Be Held On
31.08.2020**

The venue of Document Verifications of above mentioned 05 posts i.e. Junior Computer Programmer, Stenographer Grade II, Assistant, Computer Operator & Lower Division Clerk, is uploaded on the NYKS Website under Vacancies-> Recruitment Advertisement 31.05.2019. The same has also been intimated to the candidates via mail.

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

- 1.1. **Date of birth** as recorded in the **Matriculation/Secondary School Examination certificate** only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- 1.2. **Educational Certificate (s): 12th Standard or equivalent Certificate** along with mark sheet from recognized board or University. **Post Graduation/ Graduation degree** whichever applicable along with the mark sheet from recognized board or University.
- 1.3. **SC/ST/OBC/Ex.S/PwD Certificates** obtained within the stipulated period from competent authorities.

Note: (i) Candidates who wish to be considered against reserved vacancies must submit requisite certificate from the competent authority at the time of Document Verification. Otherwise their claim for SC/ST/OBC/EXs/PwD status will not be entertained.

- 1.4. **Experience Certificate** from your employer wherever applicable, Please note that you will not be eligible for being treated as a Provisional Candidate if you fail to provide the experience certificate applicable as on closing date of receipt of application.
- 1.5. **No Objection Certificate (NOC)** from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation.
- 1.6. Complete **Discharge Certificate & Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable.
- 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-Est.(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 above mentioned post before joining the initial civil employment.
- 1.8. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority.
- 1.9 **Two passport size photographs** and **Government approved photo ID Proof**(PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Aadhar Card)

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 under any circumstance;

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3. **You will have to bear travelling and other expenses on your journey to and from the place of the Document Verification.** NYKS 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 during Document Verification 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 on the crucial date prescribed for the post/examination in question;
7. **No change in Date and Venue of Document Verification will be allowed** for any candidate under any circumstance. **In case you fail to attend the 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.
