Important Instructions to the Candidate called for Document Verification/Interview for the posts of Scientist C and Scientist D in NIC

- 1. Please ensure to bring the call letter and the duly filled-in check list form to the document verification venue, failing which candidate will not be allowed to appear for document verification.
- 2. Only candidate will be allowed to enter Document Verification / Interview Venue
- 3. The fact that you have been called for document verification does not confer any right to be treated as eligible in all aspects for appointment or to be considered for interview. Your candidature for interview is provisional and subject to fulfilling all the conditions of eligibility as prescribed for the post as per the Advertisement No.: NIELIT/NIC/2022/2 and verification of documents before the interview. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down as on the crucial date (21/11/2022) prescribed for the post of Scientist 'C' / 'D'. On actual verification of your original documents, if you are found not fulfilling any of the criteria, you shall not be allowed to attend the interview or for further processing of your application, your candidature shall be forthwith cancelled.
- 4. You will be required to produce the Original Certificates in support of your claims pertaining to Age, Educational Qualifications, Experience, Journal publications, Conference papers, Category, Physically challenged, NOC and other relevant documents at the time of document verification prior to interview. One set of self-attested photocopies of all documents are also to be submitted at the verification desk. You are therefore, advised to produce the documents in the order as specified in the check-list form. (Failure of submission of documents as above will lead to disqualification and you will not be allowed to attend the interview).
 - **a.** Matriculation/ Equivalent Certificate showing your date of birth (in Christian era) as issued by the State/Central Education Board.

Note:- Certificates issued by Principal/Headmaster of the School/Institution where studied, Admit Card of Matriculation Examination/School Leaving Certificate etc. will not be accepted as proof of age. [Age and Date of birth to be entered in the check list form]

- **b.** Mark lists of Matriculation (Class X). [Marklist Number to be entered in the check list form]
- **c.** Mark lists of Intermediate (10+2) clearly showing the marks obtained in Physics, Chemistry, and Mathematics as applicable. [Marklist Number to be entered in the check list form]
- **d.** Certificate and Mark lists of essential qualification and M.Tech & MPhil, if any with all mark sheets. In case grading system is followed by Board/University/Institution you are required to produce a conversion formula issued by the concerned Board/University/Institution for calculating equivalent percentage of marks. (For educational qualification(s) acquired through distance mode, it must be ensured that such qualification(s) has the approval of Distance Education Council, New Delhi for the relevant period viz. the period during which the qualification(s) were acquired, otherwise document verification will be incomplete and you will not be eligible for interview, and your candidature shall be liable to be rejected at any stage, even after final selection / nomination to the post.) [Certificate/Marklist Number to be entered in the check list form]
- e. Gate Score Card as claimed in the application
- **f.** Certificate of Ph.D, if any [Certificate Number to be entered in the check list form]
- **g. NOC from Employer**: Candidates working with Central Govt./State Govt./PSU/Autonomous Bodies have to furnish 'NOC' at the time of document verification. The 'NOC' should also confirm that <u>no disciplinary</u> /Vigilance case is either pending or contemplated against you
- **h.** Certificate from the Employer (in case you have claimed age relaxation under experienced candidate) in support of your claim that you have completed three years regular service on the prescribed date and also the Departmental endorsement/certificate with particulars, duly verified by your office, in case age relaxation has been sought or claimed accordingly.
- i. Copy of all Journal publications and Conference papers presented as submitted in the application.
- **j.** Certificates/documents to prove your category under SC/ST/OBC/EWS/Ex-serviceman /Physically Handicapped (wherever applicable) <u>valid as on application closing date</u> **21/11/2022** (issued by the

competent Authorities and in the format as prescribed in the detailed advertisement in support of your claim.

- i. Candidates who have applied under OBC (NCL) category and have submitted OBC (NCL) certificates in the prescribed format but the certificates do not carry latest amendments to the creamy layer notification issued by DOPT for determination of their creamy layer status, are required to obtain fresh certificate valid on closing date of application i.e., 21/11/2022 in the prescribed format from the competent authority and produce it (in original) at the time of document verification, failing which his / her claim will not be taken into account and he/she will not be eligible to attend interview.
- ii. Complete Discharge Certificate in support of your claim of being in Ex-serviceman category.
- **iii.** The certificate for PWD must clearly indicate the percentage of disability and should be in the format specified in the detailed advertisement.
- **k.** Candidates must bring one Original Govt. recognized photo identity proof, failing which candidates will not be eligible to appear in the interview. Valid ID proofs are Aadhaar Card, Passport, PAN card, Driving License, Voter ID card and Govt. Issued ID Card with Photo.
- 5. Please note that **date**, **time and venue of document verification is final** and no request for change will be entertained. 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.
- 6. NO TA/DA will be paid for attending the document verification and interview.
- 7. NIELIT will not be responsible for late/non-receipt of the call letter over email due to email connectivity issue at your end. You may contact receipt of the call letter over email due to email connectivity issue at your end. You may contact receipt of the call letter over email due to email connectivity issue at your end. You may contact receipt of the call letter over email due to email connectivity issue at your end. You may contact receipt of the call letter over email due to email connectivity issue at your end. You may contact recruit@nielit.gov.in, if not received by 11th January 2024.
- 8. Candidate is requested to confirm his/her presence for the document verification latest by 12th January 2024 through email to recruit@nielit.gov.in
- 9. Candidate is requested to check website (https://www.calicut.nielit.in/nic21/) regularly for further information/updates.
- 10. Canvassing in any form will result in cancellation of your candidature.
- 11. After Successful document verification, candidates will be allotted interview schedule for the same day or within 2 working days. Out station candidates' needs to come prepared for one or two days stay at Delhi to attend the interview. Your candidature for interview is provisional subject to fulfilling all the conditions of eligibility as prescribed for the post as per the Advertisement No.: NIELIT/NIC/2022/2 and verification of documents.
- **12.** Possession and usage of Mobile Phones or any other electronic gadgets by the candidate inside the Interview premises is strictly not allowed.

Any violation in this regard will lead to disqualification of his/her candidature.

Advisory: Candidate must follow COVID-19 protocol issued by Ministry of Health and Family Welfare from time to time.

Nodal Officer

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, CALICUT

CHECK LIST FOR DOCUMENT VERIFICATION FOR ATTENDING INTERVIEW FOR THE POST OF SCIENTIST 'C'/ SCIENTIST 'D' IN NIC – ADVT. NO. NIELIT/NIC/2022/2

SI. No	Candidat	e Details		Information		Verified	Remarks
1	Applicatio	n ID.					
2	Name of the Candidate as in Application form (in CAPITAL)						
3	Father's Name						
4	Identity Proof Type with No.						
5	*Category Certificate No & date of issue [For SC/ST/OBC-NCL/EWS applicants]						
6	*PWD Certificate with Percentage of Disability [No & Date of issue]						
7	Govt. Service/ Ex-Serviceman Certificate No						
8	Age & Date of Birth (dd/mm/yy)						
9	Claimed age relaxation? If so, category under which claimed			Y/ N			
10	Class X Mark Sheet [Marklist. No.]				l		
	% Marks						
11	Class XII	Mark Sheet [Markli					
	% of	Physics	Chemistry	Math	nematics		
	marks in						
12		.E/MCA/MSc/B Levename of Degree]					
			Certificate. No				
	College /University:						
	Branch/Specialization		Year of Passing	% Marks			
13		1.Phil Certificate. No me of Degree])				
	College /University:						
	Branch	n/Specialization	Year of Passing	%	marks		
Sl. No	Candidate Details					Verified	Remarks
14	Ph.D Certificate. No			Fiel	d & Topic		
15	** Experience Certificate						

	Certificate No	Name of Employer		Period of Employment	
16	NOC Number, Da Employer	te of Issue a	and Name of		
17	** Total No of Jo Publications	ournal	International	National	
18	Total No of Paper	rs published	 in conferences		
19	Additional Qualifi	cations, if ar	ny		

Date:

Signature of the Candidate

OFFICE USE

Verified the above documents & allowing the candidate to appear for interview vide Advt. No. NIELIT/NIC/2022/2.

Certificates Verified by (Name & Signature)

Certificates Counter Verified by (Name & Signature)

^{*} If applicable ** As submitted in the Application Form