

## **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 **no disciplinary /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) valid as on application closing date 21/11/2022 (issued by the



**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**

<b>Sl. No</b>	<b>Candidate Details</b>			<b>Information</b>	<b>Verified</b>	<b>Remarks</b>
1	Application 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.]					
	% Marks					
11	Class XII Mark Sheet [Marklist. No.]					
	% of marks in	Physics	Chemistry	Mathematics		
12	B.Tech /B.E/MCA/MSc/B Level/AMIE [Mention name of Degree]					
	Certificate. No					
	College /University :					
	Branch/Specialization		Year of Passing	% Marks		
13	M.Tech /M.Phil Certificate. No [Mention name of Degree]					
	College /University :					
	Branch/Specialization		Year of Passing	% marks		
<b>Sl. No</b>	<b>Candidate Details</b>			<b>Verified</b>	<b>Remarks</b>	
14	Ph.D Certificate. No		Field & Topic			
15	** Experience Certificate					

	Certificate No	Name of Employer	Period of Employment		
16	NOC Number, Date of Issue and Name of Employer				
17	** Total No of Journal Publications	International	National		
18	Total No of Papers published in conferences				
19	Additional Qualifications, if any				

\* If applicable

\*\* As submitted in the Application Form

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)