

**Instructions to the Candidates shortlisted for Interview to the posts of
Scientific Officer/Engineer- SB in NIC
(Advertisement No.: NIELIT/NIC/2023/1)**

1. **NIELIT is in process of issuing interview call letters to candidates.** Candidates are advised to ensure to bring the call letter and the duly filled-in check list form at the time of interview , failing which candidate will not be allowed to appear in the interview.
2. Only Candidate will be allowed to enter the Interview Venue
3. Candidate shortlisted for interview 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 will be provisional and subject to fulfilling **all the conditions of eligibility** as prescribed for the post as per the Advertisement No.: **NIELIT/NIC/2023/1** and verification of documents before the interview on same day. 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** (04/04/2023) prescribed for the post of **Scientific Officer/Engineer- SB** . On actual verification of your original documents at the time of interview , if you are found not fulfilling any of the criteria, you shall not be allowed to attend the interview, and 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 (Matriculation, 10+2, Essential Qualification as per the detailed Advertisement No.: **NIELIT/NIC/2023/1**), Experience (in case you have claimed age relaxation under experienced candidate), DOB Certificate, Caste/ Category certificate (if applicable), EWS certificate (if applicable), Physically challenged /PWD Certificate (if applicable) and NOC (if applicable) and other relevant documents at the time of document verification prior to interview. **One set of self-attested photocopies of all documents** along with valid photo identity proof are also to be submitted at the time of interview. **Candidates are therefore, advised to be ready 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)** [Certificate Number & Mark-sheet Number to be entered in the check list form]
 - c. **Mark lists of Intermediate (10+2)/Diploma.** [*Certificate Number & Mark-sheet Number to be entered in the check list form*]
 - d. **Degree Certificate (with Semester/Year-wise mark-sheet of essential qualification) in the field as mentioned in advertisement.** (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 admission to interview shall not be allowed, and your candidature shall be liable to be rejected at any stage, even after final selection / nomination to the post.) [*Degree Certificate Number*]
 - e. Candidates working with Central Govt./State Govt./PSU/Autonomous Bodies have to furnish 'NOC' from the authority concerned at the time of interview. The 'NOC' should also confirm that **no disciplinary /Vigilance case is either pending or contemplated against you.**

- f. In-service (Central Government) candidate has to submit the latest Certificate from the Employer (in case you have claimed age relaxation under experienced candidate) in support of your claim that you have been in regular service as on the crucial date (04/04/2023) and working in post which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of duties of the advertised post.

Candidate has to also produce the Departmental endorsement/certificate with particulars (nature of duties performed and area of work where such experience is gained) duly verified by your employer, in case age relaxation has been sought or claimed.

- g. Certificates/documents to prove your category under SC/ST/OBC-NCL/EWS/Ex-serviceman/PwD(whenever applicable) valid as on application closing date 04/04/2023 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 for central government employment 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., 04/04/2023 in the prescribed format from the competent authority and produce it (in original) at the time document verification, failing which his / her claim will not be taken into account and he/she will not be allowed 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.
- iv. Candidates must bring one Original Govt. recognized photo identity proof, failing which candidates will not be allowed 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 interview** mentioned in call letter to be issued to candidate will be final and no request for change will be entertained. In case you fail to attend the interview, 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 interview.**

7. Canvassing in any form will result in cancellation of your candidature.

8. 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.

9. **Candidates are requested to check website (<https://www.calicut.nielit.in/nic23/>) regularly for further information/updates.**

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY

**CHECK LIST FOR DOCUMENT VERIFICATION FOR ATTENDING INTERVIEW TO
THE POST OF Scientific Officer/Engg- SB IN NIC
(ADVT. NO. NIELIT/NIC/2023/1)**

Sl. No	Candidate Details			Verified	Remarks
1	Application ID :				
	Roll No:				
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 Type of Disability and Percentage of Disability [No & Date of issue]				
7	Central 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	Category		
10	Class X Mark Sheet & Certificate [Mark- sheet-No. and certificate no]				
11	Class XII/Diploma Mark Sheet & Certificate/ [Mark list. No. & Certificate no.]				
12	M.Sc. /MS/MCA/B.E./B.Tech Certificate [Mention name of Degree & Certificate. No]				
	College /University :				
	Field/Branch	Year of passing	% marks/CGPA		

13	** Experience Certificate				
	Certificate No	Name of Employer	Period of Employment		
14.	*NOC Number, Date of Issue and Name of Employer				
15.	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/2023/1.

Certificates Verified by (Name & Signature)

Certificates Counter Verified by (Name & Signature)