



**ASSISTANT RECRUITMENT EXERCISE 2016**  
**INSTRUCTIONS TO CANDIDATES**  
**PRE-EMPLOYMENT MEDICAL EXAMINATION.**

The shortlisted candidates, should bring the following documents while reporting for Pre-employment Medical Examination:

- 1) Valid System generated Print out of online application form.
- 2) Self-attested true copies of the following:
  - 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in the application is inconsistent with the certificate produced, his candidature is liable to be rejected and withdrawn with immediate effect.*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) Copies of all the marklists of Graduation/ Equivalent alongwith provisional and /or final certificate issued by the University.

*The candidate should produce proof from the University/ College/ Institution that the final results were declared and the candidate is passed on or before 30.6.2016.*

- d) Post-Graduation Certificates, if any.
    - e) Caste Certificate.
    - f) Photo Identity proof.
    - g) Copy of Pan Card and Aadhar Card.

3) **SC/ST/OBC CANDIDATES:**

The Candidate will have to furnish a Caste / Community Certificate in the prescribed format duly signed by Authorities empowered to issue certificates.

*The candidates are required to obtain the same in the Central Format. The name of the Caste should match letter by letter with the caste mentioned in the Central List, preferably along with the Serial Number.*

- Candidates belonging to OBC categories will have to submit **Non Creamy Layer certificate based on the Income for the financial year ending 31.03.2016** and a self-declaration in the format that has been given in our detailed advertisement. Non Creamy Layer Certificate should be obtained after 31.3.2016 mentioning all the latest amendments.

Our advertisement dated 03/03/2017 may be referred for formats of all the certificates.



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4) **EX-SERVICEMEN / DISABLED EX-SERVICEMEN/DEPENDENTS OF SERVICEMEN KILLED IN ACTION:**

- Performa "A" in case of Retired Ex-servicemen.
- Performa "B" mentioning the likely date of release from Services and Performa "C".
- Performa "D" in case of Ex-serviceman on Extended Engagement.

*Kindly note that the Ex-servicemen must be released from services of Armed Forces by 30-09-2017 and should be able to join the Company by 01-10-2017. Any further extension for joining will not be considered.*

- Ex-serviceman if employed after discharge enjoying the benefits on reemployment must produce NOC from present employer and his status as ex-serviceman in his present employment.
  - Disabled Ex-servicemen: Performa A and Service Book should contain the certificate of disablement.
  - Dependents of servicemen killed in action/ severely disabled, should produce an affidavit stating that the relaxation is availed by one dependent / not availed by any dependent of the Serviceman killed in action or severely disabled.
- 5) In case of mismatch in Name of the Candidate, Date of Birth or any other information in the Pdf application form, **an affidavit** to be produced by the candidate.
- 6) Change in name after marriage, the candidate should produce in addition to copy of **marriage certificate, copy of gazette notification** as to change in the name.
- 7) In case of Candidates who are employed at present **Relieving letter if resigned /NOC from the employer** to be produced.

Please bring Original documents with you, to enable the RO to ascertain the candidate's eligibility for this recruitment and for verification.

Any irregularity committed in furnishing information to the Company shall disqualify the candidates for which he/she shall be solely responsible and no correspondence shall be entertained in this regard.

**Failure to produce any of the eligibility document(s), by the candidate will forfeit the candidature and the candidate will be disqualified from appearing for pre-employment medical examination and further process of recruitment.**

**Change of venue for Pre-Employment Medical Examination will not be entertained under any circumstances.**

**The Tentative date of joining the Company will be 07-08-2017.**

CORPORATE HRM  
CLASS III & IV CELL  
HEAD OFFICE.

07<sup>th</sup> July 2017.