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राष्ट्रीय होमियोपैथीसंस्थान/National Institute of Homoeopathy  
एकस्वायत्तसंस्था / An Autonomous Institute  
भारतसरकार / Govt. of India  
आयुषमंत्रालय / Ministry of Ayush

**Satellite Campus**

Sector - A8,  
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**Headquarters**

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साल्टलेक, कोलकाता-700106 / Salt Lake, Kolkata-700106  
फोननं / Ph. No. 033-2337-0969/70

**PROVISIONAL LIST OF CANDIDATES SHORTLISTED FOR DOCUMENT VERIFICATION FOR FOLLOWING POSTS**

Ref – Advertisement No. 01/2023 & 02/2023 Dated: 05.05.2023

**Candidates are advised to read the important instructions given below carefully before appearing for document verification.**

POST – LOWER DIVISION CLERK		
No. of Posts – 07 (Seven) [UR – 03 (Three), OBC – 02 (Two), SC – 01 (One), EWS – 01 (One)]		
Date of Document Verification – 12.08.2024		
CATEGORY - UR		
Sl. No.	Roll No.	DOB
1.	3011063000193	1999-06-10
2.	3011073000061	1996-07-30
3.	3011063000319	1996-01-21
4.	3011083000073	2003-01-03
5.	3011063000227	1999-10-15
6.	3011083000014	2003-10-14
7.	3011103000138	2003-07-08
8.	3011113000011	2001-01-15
9.	3011103000067	1997-11-14
10.	3011063000059	1996-12-11
11.	3011103000181	1997-07-10
12.	3011063000103	1995-08-12
13.	3011063000147	1996-11-11
14.	3011093000111	1998-06-28
15.	3011093000189	1995-10-05
CATEGORY - OBC		
1.	3011063000193	1999-06-10
2.	3011063000319	1996-01-21
3.	3011083000073	2003-01-03
4.	3011103000046	1995-01-17
5.	3011083000014	2003-10-14
6.	3011103000181	1997-07-10
7.	3011093000111	1998-06-28
8.	3011093000189	1995-10-05
9.	3011103000097	1996-10-13
10.	3011113000043	1996-09-03

<b>CATEGORY - SC</b>		
1.	3011073000061	1996-07-30
2.	3011103000116	2002-05-10
3.	3011093000196	1995-04-30
<b>CATEGORY – EWS</b>		
1.	3011063000103	1995-08-12
2.	3011053000181	2000-02-09
3.	3011063000121	1998-12-16
4.	3011073000165	1995-09-01
5.	3011063000171	1995-06-17

<b>POST – GENERAL DUTY ASSISTANT</b>		
<b>No. of Posts – 02 (Two) [SC – 01 (One), ST – 01 (One)]</b>		
<b>Date of Document Verification – 12.08.2024</b>		
<b>CATEGORY -SC</b>		
<b>Sl. No.</b>	<b>Roll No.</b>	<b>DOB</b>
1.	1711031700008	1994-05-10
2.	1711011700182	1997-05-31
3.	1711011700523	2000-09-26
<b>CATEGORY – ST</b>		
1.	1711021700046	1993-08-18

<b>POST – JUNIOR HINDI TRANSLATOR</b>		
<b>No. of Posts – 01 (One) [UR – 01 (One)]</b>		
<b>CATEGORY – UR</b>		
<b>No candidates have qualified in the Skill Test</b>		

## IMPORTANT INSTRUCTIONS

1. The list of candidates whose names are shortlisted, has been provisionally called for Document Verification (DV) based on the credentials furnished by them in the ONLINE Application for the Posts mentioned in the advertisement. If at any stage of the recruitment process including after recruitment or joining, it is detected that information provided by him/her is incorrect/incomplete/false or is not in conformity with the eligibility criteria as prescribed in the relevant Advertisement, or if it is found that he/she has concealed/distorted any material information, his/her candidature/appointment will be cancelled without assigning any reason thereof.
2. **The shortlisting of candidates is provisional. Final selection is subject to meeting all the requirements as laid down in the Advertisement and verification of all the required documents and credentials as furnished by the applicants in their ONLINE application.**
3. The candidates have been shortlisted for Document Verification (DV) in the order of merit, as per marks secured in CBRT/OMR and subject to qualifying in the Skill Test with a speed of 30 WPM in typewriting in Hindi/English, wherever applicable, as per category-wise vacancies in each discipline including PwBD.
4. Any request regarding change of date for this purpose shall not be entertained in any circumstances.
5. In case of tie at cut-off level, i.e., more than one candidate scoring same marks at cut-off level, preference in selection shall be given to the candidate who is senior most in age according to the provision stipulated in the Recruitment Advertisement.
6. **The following Documents to be brought mandatorily in ORIGINAL along with one set of self-attested photocopies positively for Document Verification (DV):**
  - i. Printout of **ONLINE Application Form**.
  - ii. Proof of **Date of Birth**: Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the NIH, Kolkata for determining the age and no subsequent request for change will be considered or granted.
  - iii. Valid **Certificates & Mark sheets** in support of Educational Qualification.
  - iv. Valid **SC/ ST/ OBC along with updated NCL (B)/ issued by the appropriate authority/ EWS certificate**, as applicable in the prescribed format (**as applicable for appointment to posts under the Government of India.**) **OBC (NCL)/ EWS certificate must not be older than 01(One) year at the time of submission of application.**
  - v. **Disability Certificate in case of PwBD candidate** in prescribed GoI format from Competent Authority/Medical Board.
  - vi. **No-Objection Certificate (NOC)** from the current employer in respect of candidates employed with Central/State Govt./Quasi Govt. offices/Public Sector Undertaking, Autonomous Bodies, etc.
  - vii. **Valid Computer Course Certificate from recognized Institute, wherever applicable.**
  - viii. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/Voter ID card).
  - ix. Documents/Certificates in support of any other additional qualification/experience mentioned in the application.
7. In case a candidate is unable to produce NOC from the current employer at the time of Document Verification, then an Undertaking will be taken from the candidate to submit Relieving/Release Order at the time of joining, if selected.

8. Candidates appearing for **Document Verification without proper Certificates/ Documents** will do so only at their own risk for which NIH shall not be responsible.
9. **Candidates are advised to make their own arrangements for their travel and stay well in advance so as to reach the Venue on time and also to come prepared for stay at Kolkata in case Document Verification continues on the next day.**
10. **Mere appearance of name in the shortlisted category or mere appearance for Document Verification (DV) does not bestow upon the candidate any right to be selected suo-motu to the Post applied for or does not guarantee issuance of offer of appointment.**
11. **If candidates fail to bring all the required documents/certificates in ORIGINAL as mentioned above or if at the time of Document Verification, it is detected that the document/certificate provided by the candidate is incorrect/incomplete/false or is not in conformity with the eligibility criteria as mentioned in the relevant Advertisement, or if it is found that he/she has concealed/distorted any material information, the candidature of such candidates will be treated as cancelled forthwith and such candidates shall not be eligible for further process.**
12. The eligibility of the candidate will be ascertained *after* Document Verification.
13. On successful completion of the Document Verification, an “Offer of Appointment” will be issued to the candidates who have been found eligible as per the eligibility criteria as mentioned in the Recruitment Advertisement.
14. **Issuance of an Offer of Appointment will be considered subject to appearance in the Document Verification, based on merit and vacancy available for the post.**
15. NIH shall not be responsible if the information/intimation do not reach the candidate in case of a change of address, email, technical fault or otherwise beyond the control of NIH. **Candidates are, therefore, advised to visit NIH website regularly for important and latest updates.**
16. Further notification, amendment, change of venue, date of Document Verification etc, if any, shall be notified in the NIH website [www.nih.nic.in](http://www.nih.nic.in) only. So, candidates are advised to visit NIH website regularly for important updates.
17. **While every care has been taken in preparing the list of candidates, NIH reserves its right to rectify any fact-based inadvertent error or typographical mistake.**
18. **No Travelling Allowance (TA) will be paid for attending the Document Verification.**

**Sd/-  
Director,  
National Institute of Homoeopathy.**

## FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 1991 @  
The Constitution (ST) orders (Amendment) Ordinance 1996  
The Scheduled Caste and Scheduled Tribe Orders(Amendment ) Act 2002.  
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.  
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* **List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF  
INDIA)**

This is to certify that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which  
is recognized as a backward class under the Government of India, Ministry of Social Justice  
and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

Annexure-I

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

*G. Srinivasan*