

**Detailed Instructions for candidates appearing for Document Verification in respect of Stenographers (Grade 'C' & 'D') Examination, 2017 to be held on 12.12.2018**

1. You should bring the Call Letter and the following documents, **in original**, for verification **AND** submit **ONE** self-attested copies of the documents/certificates for the record of the Commission:-

1.1. **Date of birth** as recorded in the **Matriculation/Secondary School Examination certificate** only will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted;

1.2. **Educational Certificate (s): 12<sup>th</sup> Standard or equivalent Certificate** along with mark sheet from recognized board or University (obtained before the crucial date (i.e) **01.08.2017** mentioned in the Notice of the Recruitment);

1.3. **SC/ST/OBC/Ex.S/PwD Certificates** obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment;

**Note:** (i) Candidates who wish to be considered against reserved vacancies must submit requisite certificate from the competent authority at the time of Document Verification. Otherwise their claim for SC/ST/OBC/EXs/PwD status will not be entertained and their candidature/applications will be considered under UR (General) Category.

(ii) **OBC** certificate in the prescribed format indicating the Creamy Layer status as on the crucial date obtained in the Central Government format i.e. as per Annexure-VII of the Notice for the Recruitment, which is available in the Commission's website only will be accepted. The crucial date for this purpose will be the closing date for receipt of online application i.e. **15.07.2017**.

1.3. **Service Certificate** from your employer, as in Annexure-III of the Notice for the Recruitment, (in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate). Please note that you will not be eligible for being treated as a Departmental Candidate if you have ceased to be in Government Service; However, the benefit of age relaxation available to Central Government Civilian Employees is not applicable to the post of Sub-Inspector in Delhi Police.

1.4. **No Objection Certificate (NOC)** from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation. NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce NOC;

1.5. Complete **Discharge Certificate & Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable. Ex-Servicemen candidate should complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of receipt of applications i.e **14.07.2018**.

1.6 If an Ex-serviceman candidate who has already secured employment on civil side, wants to get the benefit of reservation under Ex-servicemen category in terms of DoP&T O.M No. No.36034/1/2014-Estt.(Res.) dated 14.08.2014, he should bring a **letter from the present employer** stating that he has informed his employer that he had applied for the Stenographers (Grade 'C' & 'D') Examination, 2017 before joining the initial civil employment.

1.7. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

2. If you do not produce any of the above mentioned documents, **in original**, along with **one set of self-attested copies (1 set)** of the same, you will **NOT** be admitted for the Document Verification under any circumstance;

3. **Option form** is available in the websites of the Commission and this Regional Office. You may download and submit the duly filled-in form on the day of Document Verification.
4. **You will have to bear travelling and other expenses on your journey to and from the place of the Document Verification.** The Commission will **NOT** pay/reimburse any kind of expenditure incurred by you in this regard.
5. Any change in your present postal address should be communicated to this Office during Document Verification indicating your Name, Roll No and Name of the Recruitment.
6. **Your candidature is Provisional.** You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement/notice of the examination. **If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained.**
7. The fact that you have been called for Document Verification does not confer any right on you to be treated as eligible in all aspects for appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question;
8. **No change in Date and Venue of Document Verification will be allowed** for any candidate under any circumstance. **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;
9. Canvassing in any form will result in cancellation of your candidature.
10. Since Document Verification is conducted online, time of completion cannot be anticipated. Hence, candidates are advised to book their return journey ticket accordingly.

***If any of the above conditions is not fulfilled, you will not be allowed to appear for Document Verification.***