

# **Requirement at the time of Joining**

Candidates have to bring following documents, certificates/papers in original with a set of attested photo copies:-

- a) Certificates of Academic and Technical qualifications along-with marks sheet as well as Matriculation certificate showing the date of birth.
- b) Offer letter of appointment of all previous employers and experience certificate with details of assignments undertaken and areas of functions discharged specifying period of services rendered.
- c) Domicile/ Residential certificate issued for employment purposes from SDO/DC of his/her home district in Jharkhand for claiming benefit of reservation.
- d)
  - i) For SC/ST candidates, caste certificate issued by the SDO/DC of his/her home district. For Primitive Tribe Group certificate issued by SDO/DC of his/her home district.
  - ii) For BC-I/BC-II categories, caste and non-creamy layer certificate granted by the SDO/DC of his/ her home district issued beyond (1.01.2016) the cutoff date of the employment notification.
- e) Certificate of permanent physical disability issued by the competent authority in prescribed format, if reservation in PH category is claimed.
- f) Sports Certificate in requirement as per GoJ Notification circulated vide Memo No 1709 dtd 12.09.2007 in support of claim for sports quota.
- g) He/she is required to bring a **medical fitness certificate granted by Civil Surgeon based on :- (i) Routine Examination of full body, (ii) Complete Haemogram including HIV & Hb<sub>1</sub>Ac, (iii) X-ray chest with P.A. view & (iv) Routine vision examination & Colour blindness test.**
- h) An **affidavit sworn in before a 1<sup>st</sup> Class Magistrate/ Executive Magistrate** to the effect that-
  - i) **He/she has not accepted/given any dowry (if married) or he/she will not accept/ give any dowry (if unmarried).**
  - ii) **He/she is having only one wife/husband in case he/she is married.**
  - iii) **He/she is presently not working in any Government organization, or if he/she is presently working in any Government organization, he has obtained unconditional NOC from it and no departmental/ criminal proceeding/ enquiry is pending against him/her.**
  - iv) **That all particulars of information and related documents submitted since the application process are true and genuine and in event of any thing found adverse, concealment,**

**misinformation, forged document he/she shall be liable for prosecution and immediate termination from services.**

- i) Certificate of good moral character from the District Magistrate or a Sub-divisional Magistrate of his/her District or Sub-division in which the candidate normally resides.
- j) Candidate who is already employed in a Govt. Organization or PSU should bring unconditional "No objection certificate" to join the present assignment from his/her present employer.

His/her certificates with respect to educational qualification, date of birth, previous employment and experience relevant to the requirement as per the advertisement, domicile (issued for recruitment purposes), caste, caste & non creamy layer, character etc. will be sent for verification. In case of any adverse information his/her services shall be terminated without any notice and legal action may be taken against him/her. Please ensure to bring original and self-attested xerox of the documents mentioned as wanting in the remarks column in the uploaded result on our website along with other documents/ certificates mentioned in the offer letter mandatorily.