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राष्ट्रीय होमियोपैथी संस्थान / **National Institute of Homoeopathy**  
एक स्वायत्त संस्था / An Autonomous Institute  
भारत सरकार / Govt. of India  
आयुष मंत्रालय / 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 SKILL TEST AND DOCUMENT  
VERIFICATION FOR FOLLOWING POST**

Ref – Advertisement No. 01/2023 Dated: 05.05.2023

POST – Staff Car Driver		
No. of Posts – 01 (One) [OBC – 01 (One)]		
CATEGORY - OBC		
SL. NO.	ROLL NO.	DOB
1.	1911031900471	1998-11-12
2.	1911031900480	1998-12-20
3.	1911031900474	1996-01-02
4.	1911031900477	1993-04-02

### **IMPORTANT INSTRUCTIONS**

1. The list of candidates whose names are shortlisted, has been provisionally called for Document Verification (DV) and Skill Test 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)/Skill Test in the order of merit of CBRT/OMR examination marks 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 Date of Birth.
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. Valid **OBC Certificate** alongwith updated **NCL (B)** issued by the appropriate authority, as applicable in the prescribed format (**as applicable for appointment to posts under the Government of India.**)
  - iii. **In case of OBC (NCL)/ EWS certificate must not be older than 01(One) year from the date of Document Verification.**
  - iv. 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.
  - v. Valid **Certificates & Mark sheets** in support of Educational Qualification.
  - vi. **Valid Driving License in original and photocopy.**
  - vii. Valid **Age relaxation cum Domicile Certificate / Discharge Certificate**, etc., if applicable in the prescribed format issued by a Competent Authority.

- viii. Valid **Experience Certificate(s)**, wherever applicable.
  - ix. **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.
  - x. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/Voter ID card).
  - xi. Documents/Certificates in support of any other additional qualification/experience mentioned in the application.
7. Candidates appearing for **Document Verification** without proper Certificates/ Documents will do so only at their own risk for which NIH shall not be responsible.
  8. **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.**
  9. **Mere appearance of name in the shortlisted list 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.**
  10. **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 and such candidates shall not be eligible for further process.**
  11. The eligibility of the candidate will be ascertained after Document Verification/Skill Test.
  12. On successful completion of the Document Verification and Skill Test, an **“Offer of Appointment”** will be issued to the candidates who have been found eligible as per the eligibility criteria as mentioned in the Advertisement.
  13. **Issuance of an Appointment Offer will be considered subject to appearance in the Document Verification and Skill Test and based on the vacancies as notified.**
  14. NIH shall not be responsible if the information/intimations do not reach candidates in case of a change in the email address or technical fault or otherwise beyond the control of NIH. **Candidates are, therefore, advised to visit NIH website (under the VACANCY section) regularly for important and latest updates.**
  15. Any further notification, amendment, change of venue, date of Document Verification, etc. shall be notified on the NIH website [www.nih.nic.in](http://www.nih.nic.in) only. So, candidates are advised to visit NIH website (under the VACANCY section) regularly for important updates.

16. 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.
17. No Travelling Allowance (TA) will be paid for attending the Document Verification.

**Director,  
NIH, Kolkata.**