

E-mail: admin.nih@nic.in  
Website: www.nih.nic.in



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

**Satellite Campus**

Sector - A8,  
Chaudhary Ramdev Chowk,  
Narela, Delhi - 110040

**Headquarters**

ब्लॉक-जी.ई.सेक्टर-3 / Block-GE, Sector-III  
साल्टलेक,कोलकाता-700106 / Salt Lake, Kolkata-700106  
फोननं / Ph. No. 033-2337-0969/70

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

Ref – Advertisement No. 01/2023 Dated: 05.05.2023

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

Post – Stenographer Gr. II		
No. of Posts – 01 (One) [UR – 01 (One)]		
Date of Document Verification – 07.10.2024		
Category - UR		
Sl. No.	Roll No.	DoB
1.	2911092900066	2002-04-04
2.	2911042900254	1998-06-09
3.	2911092900043	1998-10-07

**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 and subject to qualifying in the Skill Test with a speed of 80 WPM in

Shorthand and 30 WPM with Type writing in English/Hindi, 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/EWS Certificate**, in the prescribed format, wherever applicable (**as applicable for appointment to posts under the Government of India.**) **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.**
  - 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, fulfilment of Essential Eligibility Criteria mentioned in the advertisement published 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.**