



National Institute of Tuberculosis and Respiratory Diseases

(Autonomous Institute under the Ministry of Health & Family Welfare, Government of India)

Sri Aurobindo Marg, Near Qutub Minar, New Delhi 110030

Post: HMTS (Sanitation)

Subject: Verification of documents for selection to the post of Hospital Multi-Tasking Staff (HMTS) - (Sanitation) in the pay Level-1

All eligible candidates as per the list uploaded on the Institute website for the post of HMTS (Sanitation) are required to report for verification of their documents on the below mentioned dates at **09:00 AM** at the Main Auditorium, National Institute of Tuberculosis and Respiratory Diseases, Sri Aurobindo Marg, New Delhi-110030.

<u>Application Number</u>	<u>Date</u>
1 to 300	14th October 2022
301 to 550	15th October 2022
551 to 850	17th October 2022
851 to 1150	19th October 2022
1151 to 1450	20th October 2022
1451 to 1729 & 1217	21st October 2022

1. Candidates are required to bring at least one **original (not photocopy or scanned copy) valid photo identification card (Aadhaar card, Driving Licence, Passport, PAN Card, Voter ID card, etc).**
2. Candidates are required to bring their Original Certificates/testimonials (alongwith one self-attested photocopy) regarding **educational qualifications, 10th Class marksheet, technical qualifications, Caste/Category/PH/EWS certificate, Date of Birth certificate, Experience certificates, along with all other relevant documents** for verification of the same by this Institute. The experience certificate from present employer is also required in support of experience mentioned by the candidates in the application form.
3. **Caste/Category Certificate**
 - a. Candidates applying under any of the reserved category, viz. SC/ST/OBC, will be required to submit valid Caste certificate on the prescribed format issued by the competent authority. As the vacancies were advertised in the financial year 2020-2021, valid NCL-OBC certificate issued during the period from 01.04.2020 to 31.03.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2020 to 31.03.2021), will not be considered valid for this post. **Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions.** OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.

- b. For vacancies in EWS Category, the candidates are required to submit Income and Assets certificate on a prescribed format issued by the competent authority. **The EWS certificate should be issued in prescribed format on the basis of income of financial year 2019-2020, and issued after 01.04.2020 but not later than 31.03.2021, valid for the year 2020-2021, will be considered valid.**
 - c. Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc during document verification, their candidature will be cancelled.
 - d. Candidates who have claimed reservation category and failed to produce valid category certificate as applicable, may be considered for unreserved seats as per merit, subject to fulfilment of eligibility as unreserved candidate, at the discretion of competent authority.
 - e. For Persons with Disability, Disability Certificate issued by duly constituted and authorized Medical Board in the proforma prescribed by the Department of Personnel & Training should be submitted.
4. Candidates working in Central/State Government or Central/State Public Sector, Autonomous Body or any other Statutory body, are required to bring **“NO OBJECTION CERTIFICATE”** from their employer, in case their application has not already been forwarded through proper channel.
 5. Non-compliance with the above-mentioned requirements will disqualify the candidates for the post.
 6. **No TA/DA will be paid for attending the document verification.**
 7. It should be noted that merely calling for verification of documents does not confer any right or claim for selection/appointment to the above post and the candidates shall have no legal right or claim for the post at later stage.

ADMINISTRATIVE OFFICER