

Document Verification (DV)

- (i) All the candidates qualified for Document Verification (DV) are required to appear for DV alongwith the photocopies and original documents as follows:-
- a) Matriculation / Secondary Certificate.
  - b) Educational Qualification Certificate.
  - c) Order/Letter in respect of equivalent Educational qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
  - d) Caste/Category Certificate, if belongs to reserved categories.
  - e) Persons with Disabilities Certificate in the required format, if applicable.
  - f) For Ex-Servicemen (ESM): undertaking as per Annexure V, Serving defence personnel as per Annexure IV (if applicable), Discharge certificate (if discharged from Armed forces.) Annexure IV & V are already given in vacancy notification.
  - g) **Experience Certificates for the post of Programme Officer and Assistant Programme Officer i.e. 7 and 5 years experience respectively** of dealing with cultural activities, organizing festivals and exhibitions/ international relations/ personnel, administrative/ financial matters etc. in Government departments/ autonomous bodies / Universities/ recognized Research Institutions/ Public Undertakings/ NGOs . The above is already mentioned in vacancy notification para 8 (b).
- (ii) Candidates have to bring two passport size recent colour photographs and one original valid Photo ID proof as date of birth, while appearing for the Document verification, as listed at Para 13 (vii) i.e. It is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed one the Admission Certificate, such as:
- a) Aadhaar Card/ Printout of E-Aadhaar,
  - b) Voter ID Card,
  - c) Driving License,
  - d) PAN Card,
  - e) Passport,
  - f) ID Card issued by University/ College/ School,
  - g) Employer ID Card (Govt. PSU),
  - h) Ex-Serviceman Discharge Book issued by Ministry of Defence.
  - i) Any other photo bearing valid ID card issued by the Central/State Government.

- (iii) Relevant Certificate if seeking any age relaxation.
- (iv) No Objection Certificate, in case already employed in Government/ Government undertakings.
- (v) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
  - a) In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife alongwith a joint photograph duly sworn before the Oath Commissioner;
  - b) In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife alongwith joint photograph duly sworn before the Oath Commissioner.
  - c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
  - d) In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
  - e) Any other document specified in the Admission Certificate for DV.

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