



DRAFT FOR APPROVAL

| | | |
|--|--|---|
|  | ZILLA SWASTHYA SAMITI, RAYAGADA (UNDER NATIONAL HEALTH MISSION) |  |
| Advt. No <u>03</u> /NHM/2017 | <u>CONTRACTUAL ENGAGEMENT</u> | Date: <u>26.07.17</u> |
| <p>ZSS Rayagada invites the application from suitable candidate for engagement of Staff Nurses, ANM, LTs , Pharmacist-cum-Logistic Assistant and work Consultant with monthly Remuneration of Rs 11,770/-, Rs 9020/- , Rs 9350/- , Rs 9818/- and 26,460/- on contractual basis under NHM, Odisha. Interested Candidates are requested to log on to district official website (www.rayagada.nic.in) for downloading the application forms, detail qualification & eligibility criteria etc. The complete filled in application forms along with other documents should reach the office of CDMO, Rayagada, At-DHH Rayagada, Dist-Rayagada on or before <u>21.08.2017</u> at 5.00 P.M. Positively.</p> <p style="text-align: right;">Sd/- CDMO-cum-DMD, Rayagada</p> | | |

[Handwritten Signature]
26/7/17



OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER, RAYAGADA
DISTRICT PROGRAMME MANAGEMENT UNIT,
(Department of Health & FW, Govt. of Orissa),
E-mail: dpmunrhmayagda@gmail.com, Phone: 06856-235254



Adv No 03

Date 26.07.17

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT UNDER NHM

Applications are invited from eligible candidates for filling up the following posts under National Health Mission, Rayagada on contractual basis for a period of 11 (Eleven) months with a monthly remuneration as noted against each and subject to renewal as per society norms basing on the performance and subject to continuance of the programme. The Performance Incentives & other benefits are also admissible for all posts as per norms applicable and orders issued there under from time to time. Lower age limit for all the posts is 21 years and upper age limit is as mentioned in the table as on 01.07.2017.

| SL No | Name of The Post | Category | Eligibility Criteria | Monthly Remuneration (In Rs) |
|-------|--|---|--|-------------------------------|
| 01 | Staff Nurse (SNCU, DHH, SDH,CHC and 24x7PHC) | UR-11 ST- 17 SC-12 SEBC-06 Total -46 One post for PH (Blindness/ Low Vision and one for Ex-Service Man) | Age- She Must have attained the age 21 Years and must not be above the age of 32 years as on 01.07.2017 for the post, (however the age relaxation and reservation policy is to be followed as per state Govt norms) except ASHA those who have completed 1 Year in the Health System in the State and below the age of 45 years. Minimum Qualification: - The candidates must have passed in General Nursing & Midwife/ B.Sc Nursing Schools from any Govt. Nursing Schools of 3 Medical Colleges/Schools of Nursing MCL Talcher/IGH Rourkela or other recognized private institution dully approved by INC and must have registered in the odisha nursing council. | Rs 11,770/ + PI as admissible |
| 02 | ANM for (DP Point and Sub Centre Level) | ST- 06 SC- 04 Total -10 | Age- She Must have attained the age 21 Years and must not be above the age of 32 years as on 01.07.2017 for the post, (however the age relaxation and reservation policy is to be followed as per state Govt norms) except ASHA those who have completed 1 Year in the Health System in the State and below the age of 45 years. Minimum Qualification: - The candidates must have passed the HSC examination & shall have completed ANM course from institution recognized by Govt and approved by INC and must have registered in the odisha nursing council. | Rs 9,020/ + PI as admissible |
| 03 | ANM under NUHM | UR-2 ST-1 | Age- She Must have attained the age 21 Years and must not be above the age of 32 years as on 01.07.2017 for the post, (however the age relaxation and reservation policy is to be followed as per state Govt norms) except ASHA those who have completed 1 Year in the Health System in the State and below the age of 45 years. Minimum Qualification: - The candidates must have passed the HSC examination & shall have | Rs 9,020/ + PI as admissible |

| | | | | |
|----|-----------------------------------|---|--|--------------------------------|
| | | | completed ANM course from institution recognized by Govt and approved by INC and must have registered in the odisha nursing council. | |
| 04 | LT | UR-2 (Blood Bank Rayagada &SDH Gunupur each) ST-01 SC-01 Total -04 | Age- S/he Must have attained the age 21 Years and must not be above the age of 32 years as on 01.07.2017 for the post, (however the age relaxation and reservation policy is to be followed as per state Govt norms) Minimum Qualification: - The candidates must have passed in Diploma in Medical laboratory Technology from any of the 3 Govt Medical Colleges or from any other AICT approved Institutions. | Rs 9,350/ + PI as admissible |
| 05 | Pharmacist-Cum Logistic Assistant | UR-1 | Age- S/he Must have attained the age 21 Years and must not be above the age of 32 years as on 01.07.2017 for the post, (however the age relaxation and reservation policy is to be followed as per state Govt norms) Minimum Qualification- Degree/Diploma in pharmacy. Minimum 1 year Experience in managing a drug store in a reputed hospital/health centre organized by the Govt. | Rs 9,818/+ PI as admissible |
| 06 | Work Consultant | UR-1 | Age- upper age limit for applicants is 65 years as on 01 st July 2017. Minimum Qualification:- Diploma/Degree in Civil Engineering from an institution recognized by AICTE. Experience:-Minimum 2 years of post qualification experience in relevant field. Experience in health sector, working in health project/NHM will be given preference. | Rs 26,460/- + PI as admissible |

The above positions are purely temporary under NHM and also co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for engagement. Interested candidates may log on www.rayagada.nic.in for downloading the application form for detail reference of eligibility criteria, selection guideline and other terms and conditions. Age relaxation shall be applicable to the candidates as per the ORV rules (for above all post). Candidates who are already working with any organization either on regular or contractual basis have to submit 'No Objection Certificate' from concerned employer. Interested candidates fulfilling the eligibility criteria mentioned above are to apply to the CDMO-cum-District Mission Director, Rayagada ,At-DHH Rayagada, Pin-756001 on or before 21.08.2017 through Regd. Post / Speed Posts only and the envelope containing the application should be superscripted clearly the name of the post applied for (NHM). Application for each individual post must be submitted in separate format along with self attested photocopy of all mark sheet & certificate. If any candidate is found to have suppressed any material information or furnished false information/documents, his / her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from the society forthwith. Candidates who have been disengaged from the OSH & FW Society on administrative ground such as disobedience / poor performances /

misbehavior / Criminal activity etc are not eligible to apply. Incomplete application in any form will be rejected. This office will not be held responsible for any postal delay. No personal correspondences / enquiry will be entertained in this matter. **All communication will be made through district website.**

. Number of vacancy / remuneration under this advertisement may vary at the time of actual engagement. However, the selected candidates from the panel can be utilized for other positions of the society having same educational qualification and remuneration. The number of vacancy projected in the advertisement is an indicative one and may vary as per the actual requirement at the time of recruitment. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.


CDMO-cum-District Mission Director,
Rayagada

**Selection Process for contractual engagement of
SNs & ANMs, LT, Pharmacist-Cum-Logistic Assistant and Work Consultant
under NHM, Rayagada**

Process of Selection for Staff Nurse & ANM:

To select competent candidates, the following process will be adopted by the district.

| Step | Process |
|------|--|
| 1 | Finalization of merit list as per carrier assessment |
| 2 | Competency Based Skill Test (CBST) of the eligible candidates in order of Merit for final selection. |

1. Name of Position: Staff Nurse

- 1.1 **Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.
- 1.2 **Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Staff Nurse a candidate shall have to satisfy the following conditions, namely:-
 - 1.2.1 **Nationality:** S/he must be a citizen of India.
 - 1.2.2 **Age Limit:** S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of 01.06.2017 for the post except ASHAs those who have completed 1 year in the health system in the State and below the age of 45 years. She shall be allowed to take part in the recruitment process if having the minimum qualification as required for SN. However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy (Except for ASHA)
 - 1.2.3 **Knowledge in Odia:** The candidate must
 - (i) be able to read, write and speak Odia .
 - (ii) have passed middle school examination with Odia as language subject; or
 - (iii) have passed Matriculation or equivalent with Odia as medium of examination in non-language subject; or
 - (iv) have passed in Odia as language subject in the final examination of Class - VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
 - (v) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.
- 1.3 **Marital Status:** If married, the candidate must not have more than one spouse living: Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of this rule.
- 1.4 **Minimum Educational Qualification:** The candidate must have passed in General Nursing & Midwife/ B.sc Nursing schools from any 3 Govt. Nursing Schools of 3 medical colleges/School of nursing MCL Talcher/ IGH Rourkela or other recognized private institutions duly approved by NIC and must have registered in the Odisha nursing council.
- 1.5 **Physical Fitness:** The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the

requirements shall not be appointed to the Service.

1.6 **Registration:** The candidate must have registered her/his name in Nursing Council in the State and have possessed valid registration certificates as on the date of advertisement.

1.7 Process of Finalization of Merit list

1.7.1 Carrier Assessment

The carrier assessment would be done for individual applicant using following criteria's.

| Sl. No. | Examination | Weightage |
|---------|---|-----------|
| i. | HSC (excluding 4 th optional)/equivalent | 20% |
| ii. | +2 Science (excluding 4 th Optional)/ equivalent | 30% |
| iii. | B.SC Nursing/Diploma in General Nursing & Midwife Course | 50% |

Total Marks - 100

Additional Marks for ASHAs: ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of **fifteen percent** which will be added to the marks secured by them for deciding the merit position.

1.7.2 **Constitution of Selection Board-** The selection shall be done by a Committee and decision of the committee is final.

1.7.3 Procedure for finalization of merit list by the Board.

After the last date for receipt of applications, the Board shall

1.7.3.1 Scrutinize all the applications & prepare a database

1.7.3.2 Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criterias as follows:

Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely - The Candidate who secures more marks in Diploma in General Nursing and Midwife Course Examination shall be assigned higher position. If the marks are the same then:

- The candidate who secures higher mark in Physics, in +2 Science, shall be assigned higher position. If the marks are the same then;
- The candidate who secures higher marks in Chemistry, in +2 Science, shall be assigned higher position. If the marks are still the same then;
- The candidate older in age as per date of birth shall be assigned higher position.

1.7.3.3 Publish the provisional merit list with date of verification in the website for accepting objections if any.

1.7.3.4 Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

1.7.4 Validity of Merit List

The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

1.7.5 **Reservations:** The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non availability of required numbers of candidates in reserved category(ies), the same shall be referred to Mission Directorate for appropriate decision.

1.7.6 If any candidate is found to have suppressed any material information or furnished false information/ documents, her service shall be terminated from the society forthwith. Candidates

who have been disengaged from the society on administrative grounds such as disobedience/ poor performance/ misbehavior/ criminal activities etc. are not eligible to apply. Incomplete application in any form will be rejected.

1.8 Modalities for Competency Based Skill Assessment (CBST)

- (i) All the skill assessment tests will be conducted at district level.
- (ii) All the candidates in the merit list would be called in batches (Batch size-20/batch) for competency based skill tests.
- (iii) Candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- (iv) Assessment will be done only by the trained assessors available in the districts.
- (v) All the candidates who will secure >70% marks in the skill assessment will be eligible for final recruitment.

1.9 Issue of engagement order:

The merit list candidates qualifying as per CBST will be issued engagement order.

2. Name of Position: ANM

2.1 **Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

2.2 **Eligibility Criteria:** In order to be eligible for recruitment to the post of ANM, a candidate shall have to satisfy the following conditions, namely

2.2.1 **Age Limit:** She must have attained the age of 21 years and must not be above the age of 32 years on the date of 01.6.2017 for the post except ASHAs those who have completed 1 year in the health system in the state & below the age of 45 years. She shall be allowed to take part in the recruitment process if having the minimum qualification as required for HW(F). However, age relaxation & reservation policy of state Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy (except for ASHA).

2.2.2 **Knowledge in Odia :** She must

- (a) be able to read, write and speak Odia;
- (b) have passed middle school examination with Odia as language subject; or
- (c) have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (d) have passed in odia as language subject in the final examination of class- VII from a school or educational institution recognized by the Government of Odisha or the central Government; or
- (e) have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

2.3 **Marital Status:** A candidate if married must not have more than one spouse living, provided that the Government may, if satisfied that there are other specific grounds for allowing such marriage exempt any person from the operation of these rules.

2.4 **Minimum Educational Qualification:** The Candidate must have passed the HSC examination & shall have completed ANM course from institutions recognized by Govt. and approved by INC and must have registered in the Odisha Nursing Council.

2.5 **Physical Fitness:** A candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service.

A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

2.6 **Registration:** Candidate must have registered her name in the Odisha Nursing Council and have possessed valid registration certificates as on the date of advertisement.

2.7 **Process of finalization of Merit list**

2.7.1 **Carrier Assessment:** The career assessment would be done for individual applicant using following criteria's.

| Sl. No. | Examination | Weightage |
|---------|---|-----------|
| 01 | HSC (excluding 4 th optional)/equivalent | 20% |
| 02 | +2 Science (excluding 4 th Optional) /equivalent | 30% |
| 03 | Health Worker Female Training Course | 50% |

Total Marks- 100

Additional Marks for ASHAs: ASHAs shall be allowed one percent extra mark of the total marks for each completed year of continuous service subject to the maximum of fifteen percent which will be added to the marks secured by them for deciding the merit position.

2.7.2 **Constitution of Selection Board:** The selection shall be done by a committee and the decision of the committee is final.

2.7.3 **Procedure for finalization of merit list by the Board:** After the last date for receipt of applications, the Board shall

2.7.3.1 Scrutinize all the applications & prepare a database

2.7.3.2 Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criteria's as follows: Provided that if two or more candidates secure equal marks as per the career assessment made, then the following step shall be taken in order of preference, namely -

a. The candidate who secures more marks in Health Worker Female Training Examination shall be assigned higher position. If the marks are the same then;

b. The candidates older in age as per date of birth shall be assigned higher position.

2.7.3.3 Publish the provisional merit list with date of verification in the website for accepting objections if any.

2.7.3.4 Draw the final merit list containing the names of the candidates against the number of vacancies advertised, after due verification.

2.7.3.5 Prepare provisional merit list of the candidates against the vacancies advertised considering career marks & other criteria's

2.7.4 **Validity of Merit List:** The select list of the candidates prepared shall be in force for a period of one year only. Extension of such validity of the select list beyond one year shall be with due justification and by Government approval only.

2.7.5 **Reservations:** The existing reservation principles and age relaxation norms of the State Govt. will be followed strictly in toto. However, in case of non- availability of required number of candidates in reserved category (ies), the same shall be referred to Mission Directorate for appropriate decision.

2.7.6 If any candidate is found to have suppressed any material information or furnished false information/documents, her service shall be terminated from the society forthwith. Candidates who have been disengaged from the society on administrative grounds such as disobedience/poor performance/misbehavior/ criminal activities etc are not eligible to apply. Incomplete application in any form will be rejected.

2.8 **Modalities for Competency Based Skill Assessment (CBST)**

- a) All the skill assessment tests will be conducted at district level.
- b) All the candidates in the merit list would be called in batches (Batch size- 20/ batch) for competency based skill tests.
- c) The candidates will be assessed on 11 skills and related knowledge base following OSCE model.
- d) Assessment will be done only by the trained assessors available in the districts.
- e) All the candidates who will secure >70 % marks in the skill assessment will be eligible for final recruitment.

2.9 **Issue of engagement order:** The merit list candidates qualifying as per CBST will be issued engagement order.

3. Name of Position: Laboratory Technician

3.1 **Nature of Contract:** The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

3.2 **Eligibility Criteria:** In order to be eligible for direct recruitment to the post of Laboratory Technician a candidate shall have to satisfy the following conditions, namely:-

3.2.1 **Nationality:** S/he must be a citizen of India.

3.2.2 **Age Limit:** S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of 01.06.2017 for the post However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy.

3.2.3 **Minimum Educational Qualification:** The candidate must have passed in Diploma in Medical Laboratory Technology from any of the 3 Govt. Medical Colleges or from any other AICTE approved institution.

3.3 **Physical Fitness:** The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

3.4 **Registration:** The candidate must have registered her/his name in respective Medical Council in the State and have possessed valid registration certificates as on the date of advertisement.

3.5 Process of Finalization of Merit list

3.5.1 Carrier Assessment

The carrier assessment would be done for individual applicant using following criteria's.

| Sl. No. | Examination | Weight age |
|---------|--|------------|
| I | HSC(excluding 4 th optional) | 20% |
| II | + 2 Science (Excluding 4 th Optional) | 30% |
| III | Diploma in Medical Laboratory | 50% |

Total Marks - 100



3.6 Issue of engagement order: The engagement order will be issued to the candidates from merit list after verification of original certificate.

4. Name of the Position: Pharmacist-Cum-Logistic Assistant

4.1.1 Nature of Contract: The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

4.2. Eligibility Criteria: In order to be eligible for direct recruitment to the post of Pharmacist-cum-Logistic Assistant a candidate shall have to satisfy the following conditions, namely:-

4.2.1 Nationality: S/he must be a citizen of India.

4.2.2 Age Limit: S/he must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post However, age relaxation & reservation policy of State Govt. is to be followed in toto, for candidates fulfilling criteria prescribed in the said policy.

4.2.3 Minimum Educational Qualification: The candidate must have passed in "Degree/Diploma in Pharmacy. Minimum 1Year Experience in managing a drug store in a reputed hospital/health centre recognized by the Govt."

4.3 Physical Fitness: The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

4.4 Process of Finalization of Merit list

4.5 Carrier Assessment

The carrier assessment would be done for individual applicant using following criteria's.

| Sl. No. | Examination | Weight age |
|---------|--|------------|
| I | HSC(excluding 4 th optional) | 15 % |
| II | + 2 Science (Excluding 4 th Optional) | 15 % |
| III | D. Pharma /B. Pharma | 70 % |

Total Marks - 100

4.6 Issue of engagement order: The engagement order will be issued to the candidates from merit list after verification of original certificate.

5. Name of the Position: Work Consultant

5.1.1 Nature of Contract: The above positions are purely temporary in nature and also co-terminus with project period. The contract will be for 11 months and to be renewed based on performance appraisal report.

5.2 Eligibility Criteria: In order to be eligible for direct recruitment to the post of Work Consultant a candidate shall have to satisfy the following conditions, namely:-

5.2.1 Nationality: S/he must be a citizen of India.



5.2.2 Age Limit: S/he must have attained the age of 21 years and must not be above the age of 65 years on the date of such advertisement for the post .

5.3 Minimum Educational Qualification: The candidate must have passed in "Degree/Diploma in Civil Engineering. Minimum 2 Year Experience for post qualification experience in relevant field. Experience in health sector, working in health project/NHM will be given preference.

5.4 Physical Fitness: The candidate must be of good mental and physical health and free from any physical defects likely to make her incapable of discharging her normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

5.5 Process of Finalization of Merit list

5.5.1 Carrier Assessment

The carrier assessment would be done for individual applicant using following criteria's.

| Sl. No. | Examination | Weight age |
|---------|--|------------|
| I | HSC for Diploma Holder (excluding 4 th optional) | 30 % |
| | HSC for Degree Holder (excluding 4 th optional) | 15 % |
| II | + 2 Science for Degree Holder (Excluding 4 th Optional) | 15 % |
| III | Diploma/ Degree in Civil Engineering | 70 % |

Total Marks - 100

5.6 Issue of engagement order: The engagement order will be issued to the candidates from merit list after verification of original certificate.


CDMO-cum-District Mission Director,
Rayagada



APPLICATION FORM



Post Applied for

Photograph

1. First Name: Last Name

2. Date of Birth: 3. Sex: 4. District of Domicile

5. Please mention if SC/ST/SEBC/UR:

6. Present Contact Address with Telephone No. 7. Permanent Contact Address:

8. Mobile No.

9. Education: High School onwards, please list all your qualifications

| Degree (Starting from 10 th onwards) | Institute/Board & Location | Year | Marks | | | Full/Part Time/Distan ce Learning |
|--|----------------------------|------|--------------|----------------------|---|---|
| | | | Full Mark | Marks Secure d | % | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

10. Orissa Nursing/DMLT Council Registration Number:

| | | |
|--|-----------------------------------|-------------|
| 11. Employment Record: | | |
| Total Years of post qualification experience: | | |
| Years of experience in the Development Sector/ NGO : | | |
| Years of experience in Government: | | |
| 12. Details of Employment: (Use separate sheets if required) | | |
| Starting with your present employment list in reverse order all the employments you have had | | |
| 12A. Current Employment: | | |
| From Month/Year | To Month/ Year | Designation |
| | | |
| Location of Employment: | | |
| Description of your duties: | | |
| | | |
| 12B. Previous Employment: | | |
| From Month/Year | To Month/ Year | Designation |
| | | |
| Location of Employment | | |
| Description of your duties: | | |
| | | |
| 12C. Previous Employment | | |
| From Month/Year | To Month/ Year | Designation |
| | | |
| Location of Employment: | | |
| Description of your duties: | | |
| | | |
| Date: | | |
| Place: | Signature of the Applicant | |

Note:

The following documents are to be enclosed along with the application

1. Two copies of passport size colour self-attested photograph.
2. Self- attested photo copies of all mark sheets & certificates in proof of the claim made by the candidate relating to his/ her educational qualification and age.
3. Application form & attested photo copies of all mark sheets & Certificates (for each Individual post)
4. Residential Certificate.