

## **INSTRUCTIONS TO CANDIDATES CALLED FOR INTERVIEW**

- (1) Candidates must fill in the Interview Data Sheet (as per specimen attached) 5 copies of which has to be duly signed and submitted to the designated officials of interview at the center/venue on the date of interview.
- (2) The selected candidates may be posted in any office of the Company in India.
- (3) Any irregularity committed in furnishing information to the Company shall disqualify the candidate for which he/she shall solely be responsible and no correspondence shall be entertained in this regard.
- (4) Complete information must be furnished in the Interview Data Sheet. Dots, dashes or any ambiguous language/phrases should not be used while furnishing information in the Interview Data Sheet. In case, space provided in the Interview Data Sheet is found insufficient, candidates may incorporate further information overleaf or use a separate sheet for this purpose.
- (5) One set of true copies of all the documents namely mark-sheets, certificates, testimonials etc. should be self-attested on current date by the candidate and submitted at the interview venue. Details of the self-attested true copies of the certificates as submitted should be mentioned in this Instruction Sheet in the space provided.
- (6) Candidate belonging to SC/ST/OBC/EWS/Ex-Servicemen/PwBD category, are required to furnish relevant certificates in the prescribed format, duly signed by the Authorities empowered to issue verification certificates for employment purpose. Candidates may refer to the recruitment advertisement for the prescribed format of the certificate.
- (7) At the time of interview, candidates must bring with them the following ORIGINAL CERTIFICATES and one set of the self-attested true copies of each document.: -
  - a) Certificate issued by the Birth Registrar;  
OR  
School Leaving Certificate from the School/Board OR certificate of an examination recognized by an Indian University as equivalent to matriculation or HSC examination OR any other equivalent recognized examination certificate.  
If the date of birth stated by the candidate in the application is inconsistent with the certificate produced, his candidature is liable to be rejected and withdrawn with immediate effect.
  - b) Graduation/Post Graduation Certificates,
  - c) Mark Sheets etc., including document pertaining to CGPA conversion factor from the University/ Institution
  - d) Certificates of Professional qualification
  - e) Any Other qualification, if any.
  - f) Experience Certificate or supporting documentary evidence,
  - g) Caste Certificate/ EWS (Income Asset Certificate)/PwBD Certificate/ Ex-servicemen certificate.
  - h) No objection certificate (NOC) from the present employer for appearing in the interview.
  - i) Photo Identity card as proof of your identity at the Interview Center (Aadhaar Card/ Driving License/ Voter ID/ Passport) or any other govt recognized Photo ID.

If the Caste Certificate for candidates belonging to SC/ST/OBC & certificates for candidates belonging to EWS, PwBD, Ex-Servicemen is not produced by the candidate in original at the time of interview, the Company/Selection Committee reserves the right not to consider his/her candidature. However, the Company may give such candidate an opportunity to produce the original certificates latest by 11<sup>th</sup> October, 2024 (Friday). In spite of extending such time limit, if the candidate fails to produce the original Caste Certificate within the stipulated time limit, the candidate shall solely be responsible for rejection/withdrawal of his/her candidature.

- (9) Original documents are required, to ascertain the candidate's eligibility for this recruitment.
- (10) Outstation candidates called and appearing for interview shall, on production of sufficient proof of having undertaken railway/ bus journey, be reimbursed the actual fare(s) incurred subject to

