

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Subject: Document verification of provisionally recommended candidates - Advt. No. 1/2017 – reg.

The candidates are required to bring following certificates (**ORIGINAL** as well as **TWO** sets of self attested photocopies thereof):

- (i) Matriculation/Class 10th and Intermediate/Class 12th Certificate and Marksheet;
- (ii) Educational Certificates i.e. Degree/Certificates/Mark-sheets etc. in support of Educational Qualification (both Essential and Desirable) claimed in the online application form by the candidate;
- (iii) SC/ST/OBC/Ex-Servicemen/PwD/Government Servant etc. certificates issued by the Competent Authorities in the prescribed format as given on the website (<http://www.rajyasabha.nic.in> → *Recruitment Cell* → *Downloads*);
- (iv) Ex-Servicemen candidates who have claimed age relaxation are also required to bring their complete Discharge Certificate/Pension Payment Order;
- (v) Certificate from the employer, in case of Government Servants/ Employees of Rajya Sabha Secretariat / Lok Sabha Secretariat who have claimed age relaxation;
- (vi) NOC from the employer in case of candidates already in Govt. Service or those serving in PSEs, stating therein that their employer has no objection to candidate being considered for appointment to a Post in Rajya Sabha Secretariat;
- (vii) Supporting documents in support of any other qualification/experience etc. claimed/mentioned by the candidate in his/her online application form;
- (viii) One of the valid photo identity card (in original) like Aadhaar Card/Voter Identity Card/PAN Card/Identity Cards issued to serving government employees/Indian passport/Indian Driving License; and
- (ix) Three recent passport size colour photograph.

2. Additionally, candidates are required to bring ONE SET of the enclosed BIO DATA form, duly filled in his/her own handwriting.

3. The candidates may note that as per Para 9(vi) of the Advertisement No. 1/2017, age/qualification/experience/community status/creamy layer status (for OBC candidates) will be reckoned as on the closing date of submission of the online applications unless otherwise specified. Further, during document verification, if it is found that a candidate does not fulfill any of the conditions of eligibility prescribed for the post, his/her candidature will be cancelled and no appeal against such cancellation will be entertained.

4. No TA/DA or any other expenses will be paid/admissible to the candidates for the purpose.
5. No change in Date/Time/ Venue of document verification will be allowed for any candidate under any circumstances. In case a candidate fails to attend the document verification on the scheduled date and time, it will be presumed that he or she is not interested in joining the said post and his/her candidature will be treated as 'Cancelled'. No further correspondence will be entertained in this regard.
6. Mobile phones, charger, Bluetooth devices, camera devices, pagers, earphones, microphones, electronic pens/scanners, dongle, calculators, pen drives or any other electronic devices etc. shall not be allowed inside the Venue. Candidates are, therefore, directed not to carry these items. No arrangements shall be made for keeping such items at the Venue.
7. For further details and information, candidates are advised to regularly keep checking the website of Rajya Sabha <https://rajyasabha.nic.in/>. For any query, candidates may also contact this Cell at telephone number 011-23034473 between 11.00 A.M. to 5.00 P.M. on all working days.

RECRUITMENT CELL