सं./No. 8/2/2018(1)-Rct.　　　　　　　　　　　　　　　　दिनांक/ Dated: 12.09.2024

सूचना / NOTICE

Sub : Recruitment to the post of Technical Officer (Gr.III) against this Institute Advt. No. 05/2018 - Schedule of Document Verification - reg.

Further to this Institute notice on the aforesaid subject bearing even no. dated 21.10.2022, this is for information of all concerned that a detailed Document Verification alongwith Biometric Capturing will be conducted at this Institute for the screened-in provisionally eligible candidates, to be called for Trade Test for the recruitment of Technical Officer (Gr. III) against the Institute Advt. No. 05/2018, as notified in Annexure-I of the Institute Notices of even number dtd. 01.12.2020 & 20.05.2021. The schedule of the above said verification process is as follows :-

SCHEDULE FOR DOCUMENT VERIFICATION				
Post Code	Application No. (As per the Annexure-I of the Instt. notice dated 01.12.2020 & 20.05.2021)	Date of Document Verification	Reporting time	Venue
180501 (Mechanical Engineering/ Manufacturing Engineering/ Production Engineering)	1001 - 1346	07.10.2024	09.00 AM	CSIR-CMERI, (Institute Auditorium) Mahatma Gandhi Avenue, Durgapur - 713 209, West Bengal
	1351 - 1615		01.00 PM	
	1616 - 1970	08.10.2024	09.00 AM	
	1971 - 2226		01.00 PM	
	2228 - 2736	14.10.2024	09.00 AM	
	2739 - 3054		01.00 PM	
	3055 – 3395	15.10.2024	09.00 AM	
	3396 - 3661		01.00 PM	
	3662 - 3981	16.10.2024	09.00 AM	
	3982 - 4359		01.00 PM	
	4363 - 4730	17.10.2024	09.00 AM	
	4732 – 4967		01.00 PM	
	4968 – 5307	18.10.2024	09.00 AM	
	5308 - 5527		01.00 PM	
	5528 - 5842	21.10.2024	09.00 AM	
180504 (Computer Science/Information Technology)	1001- 1418		01.00 PM	
	1419 - 2067	22.10.2024	09.00 AM	
	2072 – 2468		01.00 PM	
180502 (Civil Engineering)	1001 - 1360	23.10.2024	09.00 AM	
	1362 - 1663		01.00 PM	
	1665 - 2044	24.10.2024	09.00 AM	
	2045 - 2407		01.00 PM	
	2410 - 2776	25.10.2024	09.00 AM	
180503 (Electrical Engineering)	1004 - 1521		01.00 PM	
	1522 - 2293	28.10.2024	09.00 AM	
	2306 – 2755		01.00 PM	

Further, the following are hereby notified for general information of all the concerned candidates:

1) Candidates must bring with them all the **Original certificates and a set of self-attested photocopy of each** in support of their educational qualifications, experiences (if any), date of birth (Matriculation Certificate), Category (if applicable) duly issued by the Competent Authority in the prescribed format, Aadhaar/ Voter ID, passport size photograph, etc. for producing the same before the concerned officials of this Instt. during the verification process. The candidates, claimed for availing the reservation benefit of OBC, must ensure that he/she possess the caste/ community certificate and do not fall in creamy layer on the crucial date i.e. 05.11.2018 and accordingly the relevant documents must be produced.

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2) In case a candidate is employed in a Govt./PSU/Autonomous Body 'No Objection Certificate' from the present employer in the prescribed proforma as per Annexure - III as notified vide Instt. notice dated 01.12.2020 & 20.05.2021, has to be produced by the candidate <u>invariably</u> at the time of document verification.

3) Candidate must be able to prove clearly through documentary evidences that the Age, Essential Qualification, Working Experience (if any), Category (if applicable), etc. are in accordance with the last date of online submission of application i.e. 05.11.2018, as stipulated in the Advertisement, otherwise their candidature will be liable to be cancelled.

4) **<u>It may be noted here that the candidates, whose documents are successfully verified during the verification process, will 'ONLY' be called for the Trade Test, the schedule of which will be notified at a later stage on the Institute website.</u>**

5) It may be noted that <u>Biometric data i.e. thumb impression and photograph</u> of the candidates will be captured at the venue at the time of verification of documents. With regard to this, please note the following to complete the process smoothly:

   (a) If fingers are coated (stamped ink / mehndi / coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the scheduled day.
   (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
   (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to make them dry.

6) Candidates must reach the venue as per the scheduled time.

7) **Candidates who do not appear for the Documents Verification, their candidature would not be considered for further stages and also liable to be cancelled without any Notice to them.**

8) The verification process is likely to be continued till late evening / next day depending upon the circumstances. Therefore, in their own interest, candidates are advised to come prepared accordingly.

9) The call letters are being dispatched to the concerned candidates for the verification process to the addresses given in their Application Form, by Speed Post. **<u>The candidates who do not receive their call letter may report to the undersigned on the scheduled day of verification process at the venue</u>** itself with their original certificates, Aadhaar ID / Voter ID, and a passport size photograph used in the application form for issue of duplicate call letters. They are also being intimated via their email address provided in their Application Form.

10) No Travel expenses or any other expenses is admissible for attending the verification.

11) Candidates may please note that this call letter does not constitute an offer of employment.

12) Candidature of all the applicants are purely provisional. It may be noted that the Screening process of the applicants has been carried out on the basis of the information furnished in their Application Form and the documents furnished by them. At any stage during selection process or even after their joining to the post if it is found that he/she is not eligible for the post for not possessing the required qualification, or being over aged or not belonging to the category to which he/she claimed in accordance with the last date of online submission of application i.e. 05.11.2018, his/her candidature will be summarily rejected without assigning any reason and appropriate action, as deemed fit, in this regard may be taken.

13) The decision of the Competent Authority, CSIR-CMERI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Trade Test / written examination will be final and binding on the candidates.

14) Any change in Date, Time, Venue & other related guidelines in the regard will be notified in CSIR-CMERI website only. Therefore, the candidates are advised to visit this Instt. official website i.e. www.cmeri.res.in on regular basis.

Hindi version follows.

प्रशासनिक अधिकारी / Administrative Officer

Copy to:
   1. Head IT : For uploading of the notice in the Instt. website.
   2. Office copy.