

UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOJ)
DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi – 110069

IMPORTANT INSTRUCTIONS/NOTICE

Subject: Recruitment to 679 posts of Medical Officer (General Duty Medical Officer, Sub Cadre) in the Department of Health & Family Welfare, Govt. of NCT of Delhi regarding furnishing the requisite Documents/Certificates alongwith the Printout of Online Recruitment Application (ORA).

Sir/Madam,

With reference to your Online Recruitment Application (ORA) for the above-mentioned post, I am directed to state that on the basis of result of the above-mentioned Recruitment Test held on 05.01.2014 and declared on 13.02.2014, you have been qualified to be called for interview Provisionally. The exact date and time of your interview will be intimated separately. To substantiate your claim in your Online Recruitment Application (ORA), you are required to furnish the following documents/certificates alongwith the Printout of the Online Recruitment Application (ORA):

- (i) Self attested/certified copy of the Matriculation certificate/marksheet for date of birth.
- (ii) Self attested/certified copy of the certificate alongwith marksheets of all the academic years of educational qualification as prescribed in the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013 for the above post.
- (iii) Self attested/certified copy of the certificate of completion of compulsory rotating internship.
- (iv) Self attested/certified copy of the certificate in support of claim to belong to Scheduled Castes/Scheduled Tribes/Other Backward Classes (wherever applicable).
- (v) Self attested/certified copy of certificate in support of claim for age concession e.g. Govt. Servant/Ex-Serviceman etc. (wherever applicable).
- (v) An Affidavit if there is difference in either name/father's name or spelling of name/father's name in all the Certificates and Online Recruitment Application (ORA).
- (vi) Self attested/certified copy of PH Certificate (for PH candidates)

Important: Originals of the above certificates are required to be produced at the time of interview.

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A copy of the **Important Instructions** for furnishing the above Documents/Certificates is enclosed. You are requested to kindly go through the Important Instructions as well as Instructions mentioned in the **Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013 and furnish all the requisite Documents/Certificates alongwith the Printout of the Online Recruitment Application (ORA) latest by 20.02.2014**, failing which your candidature is liable to be cancelled. The requisite Documents/Certificates alongwith the Printout of the Online Recruitment Application (ORA) should be sent to Under Secretary (SPC-I), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110069.

NOTE: CANDIDATES SHOULD WRITE THEIR ROLL NUMBERS ON ALL THE CERTIFICATES.

Yours faithfully,

(Inderjeet)
Under Secretary (SPC-I)
Union Public Service Commission
Tele: 23387296

IMPORTANT INSTRUCTIONS

1. The candidates should read these instructions carefully before furnishing the Documents/Certificates alongwith the Printout of the Online Recruitment Application (ORA).
2. Candidates are advised to read carefully the conditions of eligibility etc. **as published in the Employment News dated 13.07.2013 vide Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113).**
3. Copies of all relevant certificates relating to educational qualifications, age, community, experience etc. should be enclosed alongwith the Printout of the Online Recruitment Application (ORA).
4. The Documents/Certificates alongwith Printout of the Online Recruitment Application must reach the **Under Secretary (SPC-I), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110069** on or before the date specified in the forwarding letter. The envelope should be superscripted "Recruitment to 679 posts of Medical Officer (General Duty Medical Officer, Sub Cadre) in Department of Health & Family Welfare, Govt. of NCT of Delhi." It can also be delivered at Union Public Service Commission counter by hand.
5. In case of any guidance/ information/ clarification regarding their applications, candidature etc., candidates can contact UPSC's Facilitation Counter near Gate "C" of its campus in person or over Telephone Nos.011-23385271/ 011-23381125/011-23098543 on working days between 10.00 Hours and 17.00 Hours. Candidates can also obtain information about their results etc. on the Commission's website at the address: www.upsc.gov.in.

6. Documentary support for whatsoever claims made in the Online Recruitment Application (ORA) should be furnished along with the Printout of the Online Recruitment Application (ORA), failing which the candidature is liable to be rejected. Any appeal against rejection of candidature will not be entertained.

7.(a) A candidate must enclose self attested/certified copies of **Matriculation/ Xth standard or equivalent certificate indicating date of birth OR Mark Sheet of Matriculation/ Xth standard or equivalent issued by Central/State Board** indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School Leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala). Date of Birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

7 (b). No other document relating to age like **Admit Card of Matriculation/Higher Secondary examination**, horoscopes, affidavits, birth extracts from Municipal Corporation, Service Records and the like, will be accepted. The expression Matriculation/Higher Secondary Examination Certificate in this part of the instructions includes the alternative certificate mentioned above. Sometimes the Matriculation/Higher Secondary Examination Certificate does not show the date of birth or only shows the age by completed years or completed years and months. In such cases a candidate must send in addition to the Matriculation/Higher Secondary Examination Certificate an attested/certified copy of the certificate from the Headmaster/ Principal of the Institution from where he/she passed the Matriculation/Higher Secondary Examination showing date of his/her birth or his/her exact age as recorded in the Admission Register of the Institution.

8. A candidate must bring self attested/certified copy of the certificate/degree along with Mark Statements/Marksheets pertaining to all the academic years as proof of his/her educational qualification (i) and (ii) as prescribed in the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013. **If Degree/Certificate has not been awarded then provisional Degree/certificate along with marks statements pertaining to all the academic years should be furnished as proof of educational qualifications.**

9. A candidate must submit self attested copy of 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 as per the requirement of advertisement.

10. Caste certificate by candidate seeking reservation as SC/ST/OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and village/town the candidate is ordinarily a resident of. **(please refer Proforma-I (for SC/ST) and Proforma-II & Proforma-III (for OBC) of the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013.**

11. In case of claims regarding change in name after matriculation on marriage or remarriage, 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 along with 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 r/o 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 along with 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 at the area of applicants permanent and present address or nearby area) and Gazette Notification.

12. A candidate claiming age-relaxation as a domicile of the State of Jammu and Kashmir should produce an attested/certified copy of a certificate from the District Magistrate in the State of Jammu and Kashmir within whose jurisdiction he/she had ordinarily resided or from any other authority designated in that behalf by the Government of Jammu and Kashmir to the effect that he/ she had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st January 1980 to 31st day of December 1989.

13. Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession should produce self attested/certified copy of the certificate as applicable to them, in the form given in Proforma –IV of the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013 from the authorities concerned.

14. The Physically Handicapped candidates should produce self attested/certified copy of the certificate in the form given in Proforma –V of the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013.

15. In case of age relaxation being Government Servant - certificate issued after the date of advertisement from his/her employer on office's letter head (in the prescribed format at Proforma-VII of the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013 to the effect that he/she is a regularly appointed Central Government/UT Government servant and not on ad-hoc/daily wages/hourly paid/contract basis employee etc. should be furnished. No candidate will be accorded age relaxation unless he/ she produces the requisite certificate from the employer in the prescribed format.

16. In case of age relaxation being a Meritorious Sportsman, a candidate should produce a certified copy of Certificate issued by the Competent Authority in the proforma given in Proforma-VI of the Advertisement No. 09/2013 (Item No. 52, Vacancy No. 13070952113) published in the Employment News dated 13.07.2013.

17. The candidates should note that their candidature will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the Interview it is found that they do not fulfill any of the eligibility conditions, their candidature for the Interview will be cancelled by the Commission.