

## 7 Instructions to the Candidates for Document Verification

1. All candidates are required to read, understand and follow the instructions carefully as mentioned.
2. Following documents have been uploaded on the website. The candidates are required to go through each of them separately:

- i. **Notice of Document Verification:** The candidates are required to note and follow the instructions mentioned thereby. Due to COVID 19 pandemic, document verification for Six months Certificate in Community Health for GNM/B.Sc. Nursing shall be done ONLINE, for which candidates are advised to upload their required documents by login the link provided on the website using their previous registered USERID and PASSWORD.
- ii. **List of selected candidates for Document Verification:** Roll no wise list of provisionally shortlisted candidates for Online Document Verification.
- iii. **IGNOU FORM:** Candidates are required to upload scanned copy of completely filled **IGNOU Form** on the link provided. Link to download IGNOU Application Form along with detailed instructions and sample prefilled form has been provided on the website.
- iv. **Surety Bond:** As per the instructions published in the advertisement, all selected candidates will have to sign a **Surety Bond**. Hence the candidates are required to download and go through the Surety Bond carefully. The candidates are instructed to upload a scanned copy of completely filled bond on blank A4 white paper (Notary of Rs. 1000/- will be done at SHSB post selection) on the link provided. **Submission of Surety bond is mandatory at the time of online document verification failure to which the candidature is liable to be rejected.** Link to download Surety Bond along with sample prefilled bond has been provided on the website.
- v. Candidates are instructed to send a **hardcopy of completely hand filled IGNOU Form & Surety Bond signed in original to SHSB, Patna on below mentioned postal address by 25<sup>th</sup> August 2020 (through speed post/registered post/courier):**

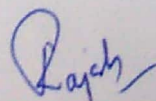
To,  
State Programme Officer, Ayush  
State Health Society, Bihar  
Parivar Kalyan Bhavan, Sheikhpura  
Patna - 800 014

A list of candidates, whose forms has been submitted, shall be published on the SHSB website. Pending candidates can submit the IGNOU Application Form & Surety Bond by visiting State Health Society Bihar, Patna on above mentioned address till 29<sup>th</sup> August 2020. Failure to submit the documents after stipulated date shall lead to cancellation of candidature.

**Note:** Candidates should mention their Full Name and Application Id on the envelope carrying IGNOU Application Form and Surety Bond.

3. Candidates are required to upload self attested copy of following documents for the Online Document Verification:

- i. Class X<sup>th</sup> Certificate or Mark sheet for Date of Birth Verification
- ii. **Certificates of Essential qualification as per advertisement:**
  - (GNM/B.Sc. Nursing)
    - a) Certificate of General Nurse and Midwifery (GNM)/Bachelor of Science in Nursing from affiliated Institute/University
    - b) Permanent registration certificate obtained from Indian Nursing Council/BNRC/Nursing council of any other state.





- iii. Government issued Photo Identity Card (Voter ID, PAN, Aadhaar, DL etc)
- iv. Caste Certificate from Competent authority in case of reservation claimed
- For candidates belonging to EWS (Economically Weaker Section), certificate of EWS issued by competent authority.  
आर्थिक रूप से कमजोर वर्ग के अभ्यर्थियों के लिए सक्षम प्राधिकार के स्तर से निर्गत प्रमाण-पत्र।
  - For candidates belonging to Backward Class(BC)/Most Backward Class(MBC) submission of following documents are required:
    - a) Caste Certificate issued by competent authority ( For female candidates, certificate issued in the Father's name & address is mandatory)
    - b) Non creamy layer certificate issued by competent authority.
    - c) Declaration of Non applicability of creamy layer (In case Non creamy layer certificate obtained before one year)
    - d) Permanent Residential Certificate

पिछड़ा वर्ग/अत्यन्त पिछड़ा वर्ग के अभ्यर्थियों के लिए :

1. क्रीमीलेयर रहित प्रमाण-पत्र (महिला उम्मीदवारों के लिए पिता के नाम एवं पता से निर्गत क्रीमीलेयर रहित प्रमाण-पत्र लाना अनिवार्य है)।
2. क्रीमीलेयर रहित प्रमाण-पत्र सक्षम प्राधिकार के स्तर से निर्गत ।
3. पिछड़ा वर्ग/अत्यन्त पिछड़ा वर्ग के उम्मीदवारों के लिए क्रीमीलेयर के अन्तर्गत नहीं आने संबंधी घोषणा पत्र (विगत 1 वर्ष से पूर्व का क्रीमीलेयर रहित प्रमाण-पत्र होने पर)।
4. स्थायी निवास प्रमाण-पत्र

- Caste Certificate and permanent residential certificate for candidates belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) (For Female candidates, certificate issued in the Father's name & address is mandatory).  
अनुसूचित जाति/अनुसूचित जनजाति के अभ्यर्थियों के लिए जाति प्रमाण-पत्र एवं स्थायी निवास प्रमाण-पत्र (महिला उम्मीदवारों के लिए पिता के नाम एवं पता से निर्गत जाति प्रमाण-पत्र एवं निवास प्रमाण-पत्र) लाना अनिवार्य है।

- For PWD candidates Certificate of Disability from competent Medical Board/Authority.  
निःशक्तता संबंधी प्रमाण-पत्र।

- For Candidates claiming reservation against Grandson/Granddaughter of Freedom fighter, Certificate in prescribed Form issued by District Magistrate (DM)/any nominated official by him.  
स्वतंत्रता सेनानी के पोता/पोती/नाति/नतिनी के आरक्षण का दावा करने वाले उम्मीदवारों के लिए जिला पदाधिकारी या उनके द्वारा मनोनीत पदाधिकारी द्वारा विहित प्रपत्र में निर्गत प्रमाण-पत्र।

- Domicile Certificate of Bihar Mandatory for claiming benefit of Reservation.  
आरक्षण का लाभ लेने हेतु बिहार का स्थायी निवास प्रमाण-पत्र लाना अनिवार्य है।

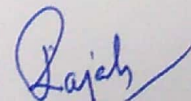
v. Work experience certificate for working Staff Nurse/GNM/B.Sc. Nursing under NHM/Govt. of Bihar

vi. Filled IGNOU Application Form (please refer to sample prefilled IGNOU Application Form for guidance)

vii. Filled Surety bond (please refer to sample prefilled surety bond for guidance)

4. All documents must have been obtained before the Cutoff date (i.e. 01.01.2020).

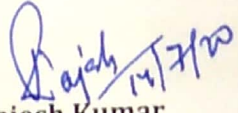
5. Candidates are instructed to upload all the required documents for document verification on or before the due date i.e August 22, 2020. Failure to submit the documents shall cause cancellation of candidature without any liability to State Health Society, Bihar.



6. No extension or reminder shall be given to any candidate who fails to submit any of the enlisted Online Document Verification documents. For any such candidate State Health Society, Bihar shall take the decision in its absolute discretion without under any obligation.
7. Submission of Surety Bond and IGNOU Application form is mandatory at the time of online document verification failure to which candidature is liable to be rejected.

**NOTE:**

1. Candidates have been shortlisted for Online Document Verification in the ratio of 1:2. Final Selection list of successful candidates will be based on Merit and provisions of reservation rule of Govt. of Bihar.
2. Candidates are strictly advised not to disclose their personal details like mobile number, email ID etc to any person making claims regarding any kind of help with respect to admission and selection in the course and should immediately inform the same to the authorities.

  
Rajesh Kumar  
Deputy Secretary cum I/C HR