राष्ट्रीय होमियोपैथी संस्थान / **National Institute of Homoeopathy**
एकस्वायत्तसंस्था / An Autonomous Institute
भारतसरकार / Govt. of India
आयुषमंत्रालय / Ministry of Ayush

| **Satellite Campus** | **Headquarters** |
|---|---|
| Sector - A8, | ब्लॉक—जी.ई.सेक्टर—3 / Block-GE, Sector-III |
| Chaudhary Ramdev Chowk, | साल्टलेक, कोलकाता—700106 / Salt Lake, Kolkata-700106 |
| Narela, Delhi - 110040 | फोन नं / Ph. No. 033-2337-0969/70 |

## Schedule for Document Verification & Interview for the following posts

**Ref – Advertisement No. 01/2023 Dated: 05.05.2023 published in the website**

| Category/Subject | Date & Time of Scrutiny of Documents | Date & Time of Interview |
|---|---|---|
| Anatomy, Kolkata | 11.03.2024, 10:00 AM | 12.03.2024, 09:30 AM |
| Pathology & Microbiology, Kolkata | 11.03.2024, 10:00 AM | 12.03.2024, 09:30 AM |
| Homoeopathic Pharmacy, Kolkata | 11.03.2024, 10:00 AM | 12.03.2024, 09:30 AM |
| Homoeopathic Pharmacy, Delhi | 11.03.2024, 10:00 AM | 12.03.2024, 09:30 AM |
| Medical Officer, Kolkata | 11.03.2024, 10:00 AM | 12.03.2024, 02:00 PM |
| Resident Medical Officer, Delhi | 11.03.2024, 10:00 AM | 12.03.2024, 02:00 PM |
| Assistant Research Officer, Kolkata | 11.03.2024, 10:00 AM | 12.03.2024, 02:00 PM |
| Organon of Medicine, Kolkata | 12.03.2024, 10:00 AM | 13.03.2024, 09:30 AM |
| Organon of Medicine, Delhi | 12.03.2024, 10:00 AM | 13.03.2024, 09:30 AM |
| Gynaecology & Obstetrics, Kolkata | 12.03.2024, 10:00 AM | 13.03.2024, 09:30 AM |
| Physiology & Bio-Chemistry, Kolkata | 12.03.2024, 10:00 AM | 13.03.2024, 09:30 AM |
| Forensic Medicine & Toxicology, Kolkata | 12.03.2024, 10:00 AM | 13.03.2024, 02:00 PM |
| Case Taking & Repertory, Kolkata | 12.03.2024, 10:00 AM | 13.03.2024, 02:00 PM |
| Case Taking & Repertory, Delhi | 12.03.2024, 10:00 AM | 13.03.2024, 02:00 PM |
| Practice of Medicine, Kolkata | 13.03.2024, 10:00 AM | 14.03.2024, 09:30 AM |
| Practice of Medicine, Delhi | 13.03.2024, 10:00 AM | 14.03.2024, 09:30 AM |
| Materia Medica, Delhi | 13.03.2024, 10:00 AM | 14.03.2024, 09:30 AM |
| Community Medicine, Kolkata | 13.03.2024, 10:00 AM | 14.03.2024, 02:00 PM |
| Surgery, Kolkata | 13.03.2024, 10:00 AM | 14.03.2024, 02:00 PM |

# IMPORTANT INSTRUCTIONS

1. The list of candidates whose names are shortlisted, has been provisionally called for Document Verification (DV) and Interview based on the credentials furnished by them in the **Online** Application for the Posts mentioned in the advertisement.

   If at any stage of the recruitment process including after recruitment or joining, it is detected that information provided by him/her is incorrect/incomplete/false or is not in conformity with the eligibility criteria as prescribed in the relevant Advertisement, or if it is found that he/she has concealed/distorted any material information, his/her candidature/appointment will be cancelled without assigning any reason thereof.

2. **The shortlisting of candidates is provisional. Final selection is subject to meeting all the requirements as laid down in the Advertisement and verification of all the required documents and credentials as furnished by the applicants in their online application as well as the marks obtained by them in the CBRT and subsequent Interview.**

3. The candidates have been shortlisted for Document Verification (DV) and Interview in the order of merit of CBRT/OMR examination marks as per category-wise vacancies in each discipline including PwBD.

4. Any request regarding change of date for this purpose shall not be entertained in any circumstances.

5. In case of tie at cut-off level, i.e., more than one candidate scoring same marks at cut-off level, preference in selection shall be given to the candidate who is senior most in age according to the Date of Birth.

6. **The following documents to be brought mandatorily in ORIGINAL along with one set of self-attested photocopies for Document Verification (DV) and Interview:**

   i. Printout of **Online Application Form**.

   ii. Proof of **Date of Birth:** Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the NIH, Kolkata for determining the age and no subsequent request for change will be considered or granted.

   iii. Valid **Certificates & Mark sheets** in support of Educational Qualification.

   iv. Valid **Registration Certificate** issued by the concerned authority.

   v. Valid **SC/ ST/ OBC Certificate along with updated NCL (B)/ issued by the appropriate authority/ EWS certificate,** as applicable in the prescribed format **(as applicable for appointment to posts under the Government of India.)**

   vi. **Disability Certificate in case of PwBD candidate** in prescribed GoI format from Competent Authority/ Medical Board.

   vii. **In case of OBC (NCL)/ EWS certificate must not be older than 01(One) year from the date of Document Verification**.

   viii. Valid **Age relaxation cum Domicile Certificate / Discharge Certificate**, etc., if applicable in the prescribed format issued by a competent authority.

   ix. Valid **Experience Certificate(s)**, wherever applicable.

   x. **No-Objection Certificate (NOC)** from the current employer in respect of candidates employed with Central/State Govt./Quasi Govt. offices/Public Sector Undertaking, Autonomous Bodies, etc. Candidate will not be allowed to appear in the interview if he/she is unable to produce NOC from the current employer at the time of Document Verification.

xi. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/Voter ID card).

xii. Documents/Certificates in support of any other additional qualification/experience mentioned in the application.

7. Candidates appearing for **Document Verification** without proper Certificates/ Documents will do so only at their own risk for which NIH shall not be responsible.

8. **Candidates are advised to make their own arrangements for their travel and stay well in advance, so as to reach the venue on time and also to come prepared for stay at New Delhi as Document Verification and Interview will be held on two consecutive days.**

9. **Mere appearance of name in the shortlisted list or mere appearance for Document Verification (DV) and interview does not bestow upon the candidate any right to be selected suo-moto to the post applied for or does not guarantee issuance of offer of appointment.**

10. **If candidates fail to bring all the required documents/certificates in ORIGINAL as mentioned above or if at the time of Document Verification, it is detected that the document/certificate provided by the candidate is incorrect/incomplete/false or is not in conformity with the eligibility criteria as mentioned in the relevant Advertisement, or if it is found that he/she has concealed/distorted any material information, the candidature of such candidates will be treated as cancelled and such candidates shall not be eligible for further process.**

11. **The eligibility of the candidate will be ascertained after Document Verification and Interview.**
**Weightage in the ratio of 75:25 will be accorded for marks in Recruitment Test and for marks in Interview respectively in determining final merit.**
**The candidate will have to achieve minimum level of suitability in their respective category at Interview stage (UR/EWS – 50%, OBC – 45%, SC/ST/PwBD – 40% out of the total marks of Interview).**

12. On successful completion of the Document Verification and Interview, an **"Offer of Appointment"** will be issued to the candidates who have been found eligible as per the eligibility criteria (**i.e. the marks obtained in the CBRT and the Interview**) as mentioned in the Advertisement.

13. **Issuance of an Offer of Appointment will be considered subject to appearance in the Document Verification and Interview and based on the vacancies as notified.**

14. NIH shall not be responsible if the information/intimations do not reach candidates in case of a change in the email address or technical glitches or otherwise beyond the control of NIH. **Candidates are, therefore, advised to visit NIH website regularly for important and latest updates.**

15. Any further notification, amendment, change of venue, date of Document Verification, etc. shall be notified on the NIH website *www.nih.nic.in* only. So, candidates are advised to visit NIH website regularly for important updates.

16. **While every care has been taken in preparing the list of candidates, NIH reserves its right to rectify any fact-based inadvertent error or typographical mistake.**

17. **No Travelling Allowance (TA) will be paid for attending the Document Verification and Interview.**

**Director,**
**NIH, Kolkata.**