

# 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. **List of selected candidates for Document Verification:** The candidates are required to note and arrive at the venue as per allotted date and time slot.
    - ii. **IGNOU FORM:** Candidates are required to download, take printout and completely fill the form as per detailed instruction attached along with the form. The candidates shall bring with them the completely filled form to be submitted after successful document verification. In case of any confusion during filling the form the candidate can leave the respective field in the form blank for clarification at the time of submission.
    - iii. **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 shall bring with them the completely filled Bond in **blank whitepaper (Notary of Rs. 1000/- will be done at SHSB)** to be submitted after successful document verification. In case of any confusion during filling the form the candidate can leave the respective field in the form blank for clarification at the time of submission. **Submission of Surety bond is mandatory at the time of document verification failure to which the candidature is liable to be rejected.**
    - iv. Link to download Surety Bond and IGNOU Form along with sample prefilled bond has been provided on the website.
  3. Candidates are required to arrive in their respective time slots as published alongwith following documents (whichever applicable) in original and one set of photocopy (Self Attested) for the 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:**
      - Working regular Staff Nurse/ GNM/B.Sc Nursing under Govt of Bihar Or;
      - Working contractual Staff Nurse/GNM/B.Sc. Nursing under NHM/Govt of Bihar Or;
      - Fresh GNM/B.Sc. Nursing
      - General Nursing & Midwifery (GNM) from a recognized Institute/ Bachelor of Science in Nursing from a recognized University/ Institution
- Note:
- a) Candidates should have permanent registration from Indian Nursing Council/Any nursing Council.
  - b) Selected candidates should provide the permanent registration from Bihar Nursing Registration Council (BNRC), Patna before joining as Community Health Officer.
- 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:

- Caste Certificate issued by competent authority ( For female candidates, certificate issued in the Father's name & address is mandatory)
- Non creamy layer certificate issued by competent authority.
- Declaration of Non applicability of creamy layer (In case Non creamy layer certificate obtained before one year)
- Permanent Residential Certificate

पिछड़ा वर्ग/अत्यन्त पिछड़ा वर्ग के अम्थर्थियों के लिए :

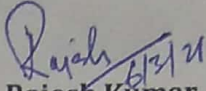
- क्रीमीलेयर रहित प्रमाण-पत्र (महिला उम्मीदवारों के लिए पिता के नाम एवं पता से निर्गत क्रीमीलेयर रहित प्रमाण-पत्र लाना अनिवार्य है)।
  - क्रीमीलेयर रहित प्रमाण-पत्र सक्षम प्राधिकार के स्तर से निर्गत ।
  - पिछड़ा वर्ग/अत्यन्त पिछड़ा वर्ग के उम्मीदवारों के लिए क्रीमीलेयर के अन्तर्गत नहीं आने संबंधी घोषणा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

- All documents must have been obtained before the Cutoff date (i.e. 01.01.2021). The candidates are strictly required to present the self attested photocopies (one set) of relevant documents at the Registration Desk as per serial number mentioned above.
- On arrival the candidate shall proceed to the Registration Desk for registration.
- After registration the candidate shall be assigned to the Document Verification team for verification of documents uploaded against their eligibility. The candidate should present the original document to the Document Verification team.
- No candidate is allowed to leave the venue post Registration until the final process is over. Hence the candidates are hereby advised to bring with them all relevant documents, (photocopies) to avoid any inconvenience.
- Following the successful document verification the candidate shall proceed for submission of IGNOU form and Surety Bond. **Submission of Surety Bond along with IGNOU form is mandatory.**

**NOTE:**

- Candidates have been shortlisted for Document Verification in the ratio of 1:2. Final Selection list of successful candidates is 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



