

F No.1/110(28)/2016-R-I/SPC-II  
UNION PUBLIC SERVICE COMMISSION  
(SANGH LOK SEVA AYOG)  
DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi – 110069, Dated: 06.01.2017

To,

Dear Candidate SHORTLISTED as per NOTICE dated 06.01.2017

Subject: Recruitment to 10 posts of Dental Surgeons in Ministry of Health and Family Welfare.  
[Ref: Advertisement No. 54/2016, Vacancy No.16075401723, published on 23.07.2016  
and UPSC Notice F No.1/110 (28)/2016-R-I/SPC-II dated 06.01.2017 ]

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Sir/Madam,

I am to refer your application for the above mentioned post(s) and to inform you that based on the combined Computer Based Recruitment Test held on **18.12.2016**, you have been shortlisted provisionally subject to verification of documents with reference to your eligibility for the above mentioned post(s). Accordingly, you are requested to furnish self attested photocopies of the certificates/documents as per **Annexure-I** in support of you claim for the post(s).

**IMPORTANT: Original of the above certificates are required to be produced at the time of interview.**

2. You are requested to furnish the self attested photocopies of the aforementioned Certificates/Documents mentioning your name and Roll Number on each documents/certificates by Hand/ Speed Post to the Under Secretary (SPC-II), Room No.16-A (Main Building), Dholphur House, UPSC, Shahjahan Road, New Delhi-110069 immediately **within 15 days ( in any case not later than – 23.01.2017 )** to verify the eligibility for the said post. You are also requested to write the name of the post on the Envelop. Date & Time of Interview for the above posts will be intimated later on through e-mail.

Sd/-  
(Rajesh Kumar)  
Deputy Secretary (SPC )  
011-23098591/4784/4758

Encl.: Annexure-I

**LIST OF DOCUMENTS**

(A COPY OF THESE DOCUMENTS/CERTIFICATES MUST BE SENT TO THE COMMISSION WITHIN FIFTEEN DAYS OF ISSUE OF THIS LETTER POSITIVELY. THE ORIGINAL DOCUMENTS/CERTIFICATES ARE REQUIRED TO BE BROUGHT ON THE DAY OF INTERVIEW FOR VERIFICATION ETC.)

- i) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating **date of birth**, or mark sheet of Matriculation/10<sup>th</sup> 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).
- ii) **Degree** certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed as per advertisement. In the absence of Degree certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- iii) Certificate(s) in the **“prescribed proforma”** from the Head(s) of Organization(s) /Department(s) **for the entire experience claimed**, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- iv) Caste certificate in the **“prescribed proforma”** in case of candidates seeking reservation as SC/ ST/ OBC from the competent authority indicating clearly the candidate’s Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- v) A declaration in the **“prescribed proforma”** by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- vi) Physically Handicapped (PH) certificate in **“prescribed proforma”** issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
  - 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 respect of 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 of the area of applicants permanent and present address or nearby area) and Gazette Notification.
  - e) In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.
- viii) **Certificate in respect of Age relaxation in case of :**
  - a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in **“prescribed proforma”** from competent authority.
  - b) Central/UT Government Employees/Servants in **“prescribed proforma”** from competent authority.
  - c) Meritorious Sports persons in **“prescribed proforma”** from competent authority.
  - d) Widows/Divorced Women/Women Judicially separated from Husbands.
  - e) Persons who had ordinarily been domiciled in the State of J & K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.

- ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s)** you were a Government servant.
- xi) Any other condition\* (\*e.g., in case of ex-servicemen)

**Note: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website [www.upsc.gov.in](http://www.upsc.gov.in) for the PRESCRIBED FORMATS of certificates, etc.**

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