



MSTC Limited

IMPORTANT INSTRUCTIONS REGARDING DOCUMENT VERIFICATION AND GROUP DISCUSSION

(Ref. Advertisement No 01/2025)

The candidates called for Document Verification (DV), on successful completion of DV, they shall be appearing for Group Discussion.

Schedule of Document Verification (DV) & Group Discussion (GD)	The ' List of Candidates Shortlisted for Document Verification/Group Discussion ' has been published. The details of Document Verification and Group Discussion are indicated therein and shall be mentioned in the Call Letters issued for the process.
Venue for the DV & GD	RABINDRA TIRTHA, DG-17, Biswa Bangla Sarani, DG Block (Newtown), Action Area I, 3rd Rotary, Newtown, New Town, Kolkata, West Bengal-700156.
Call Letter	The information of issue of call letters shall be intimated to the shortlisted candidates through SMS and Email. The Call Letter for DV/GD is to be downloaded from the link as provided under 'Important Link'.

FOR DOCUMENT VERIFICATION:

(i) Declaration Form	The candidates appearing for Document Verification must bring physical copy of duly filled Declaration Form. Signature of the candidate in the above declaration is to be done during DV. DOWNLOAD THE DECLARATION FORM FOR DOCUMENT VERIFICATION
(ii) Original Documents with one set of self-attested copies of all documents	Candidates are required to bring all original certificates/ testimonials along with <u>one set of self-attested copies of such documents</u> , for verification, in support of your Photo-Identity, qualification, date of birth, Person with Disability (PwD) status, valid caste and category certificate, valid non-creamy layer certificate(for OBC) for verification and also 'No Objection Certificate' from the employer, if he/she is employed in a Public Sector Undertaking/ Government/ Semi-Government/ Autonomous Body.
(iii) Caste/ Category Certificates	Candidates belonging to SC/ST/OBC/PWD/ESM/EWS category are required to bring relevant valid certificates in the prescribed format as applicable for employment under Central Govt. issued by the competent authority.
(iv) NOC from the employer	Candidates working in Public Sector Undertaking/ Government/ Semi-Government/ Autonomous Body should bring ' <u>No Objection Certificate</u> ' from their employer.

(iv) Other documents	Conversion Certificate: For the purpose of verification of education qualification wherever CGPA/ OGPA/ CPI/ DGPA or letter Grade in Degree is awarded, the candidate shall provide a valid conversion certificate from the University or Institution at the time of document verification. In case the conversion formula is available on the website of the university/institute, a self-attested copy of a printout from the website shall be required to be submitted. If university/Institute does not have the provision for conversion of CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage, then, the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
(v) Translation:	If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted at the time of Document Verification.
(vi) Name Mismatch	In case a candidate is having his/her name mentioned differently in documents, he/she must provide a Notarized affidavit in original / their original marriage certificate (in case of female candidates who have changed first/ last/ middle name post marriage) to this effect.
(vii) Validity of Certificates	All certificates must be valid on the date of Document Verification.
(viii) Travelling Allowance (TA Form)	<p>SC/ST/PWD candidates will be reimbursed 2nd AC railway fare by the shortest route from the railway station nearest to the place of residence to Kolkata and back, provided the same is at a distance of 50 miles/80 k.m. and above. For road journey between stations not connected by rail, they shall be paid actual bus fare or road mileage@ Rs. 8.00/k.m., whichever is less provided the distance covered by road is more than 20 miles/ 32 k.m. each way.</p> <p>For this purpose, candidates are required to download the claim form from the website and submit a duly filled form at the time of appearing for Group Discussion, enclosing travelling tickets/ boarding pass, copy of cancelled cheque or first page of bank passbook (if not uploaded during application). In case of non-submission of any one or all the above-mentioned documents for TA, the application shall be rendered incomplete, and no TA shall be admissible. The admissibility of travel allowance shall be decided by MSTC, and the admissible amount shall be remitted to the bank account subsequently.</p>
(ix) Disqualification of a candidate	If the candidate fails to produce any original and valid certificate/ testimonial/mark sheet/document in support of the qualification, age, PWD, caste/category, 'No Objection Certificate' (if applicable),etc., the candidature will be cancelled, and he/she will not be allowed to participate in the selection process any further. In such case, no TA shall be admissible for making the journey.

DISCLAIMER: The schedule of DV/GD is subject to change. Candidates are advised to check the website before the date of DV/GD.

For any query/ assistance, candidates may send email at careers@mstcindia.co.in .