

RAJASTHAN STATE POLLUTION CONTROL BOARD

Document Checklist for the Post of Law Officer-II

(To be filled by the candidate in his/her own handwriting)

Name of the Candidate :

Father's Name :

Mother's Name :

Form No. :

Roll No. :

Date of Birth :

Age as on 01.01.2024

Category :

UR	SC	ST	BC	MBC	EWS
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Gender :

Marital Status :

Married	Unmarried	Widow	Divorcee
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Sr. No	Details/Information	For Candidate use only		For Checking Officer
		Particulars Yes/ No	Page. No.	
1	Hard Copy of submitted online Application Form along with latest Photograph in one set			
2	Candidate's ID Proof (as mentioned in the Application Form)			
3	Date of Birth(Birth Certificate/10 th Certificate or Mark Sheet)			
4	Educational Qualification	Division / % Marks/ CCGPA	Details of Documents	% marks
	(a) 10 th (Mark Sheet/Certificate)		Mark Sheet/ Certificate	

	(b)	12th/Diploma(Mark Sheet/ Certificate)		Mark Sheet/ Certificate		
	(c)	Law Graduation from a University established by law in India or Its equivalent with three years course of proficiency degree.		Mark Sheet and Degree/ Provisional Certificate		
<p>Note: if a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted to equivalent marks as per procedure adopted by the respective University/Institution. In case of CGPA candidate shall submit certificate issued by university for conversion of CGPA to percentage.</p>						
5	Whether candidate is possessing required educational qualification before the date of RSPCB recruitment examination (i.e. 09.01.2024)?		Yes / No			
			Date:-			
6	Whether candidate belongs to the Rajasthan State? If yes, attach Bonafide Certificate.		Yes / No			
7	Whether candidate applied to the TSP area of Rajasthan State? If yes, attach Certificate of TSP issued by competent Authority.		Yes / No			
8	Category of candidate as mentioned in the application form (Gen-UR/SC/ST/BC/MBC/EWS). Attach valid certificate issued by competent Authority.					
9	Sub- category of candidate as mentioned in the application form (Person with disability/ Outstanding Sportsperson/ Ex-Servicemen) Attach the valid certificate issued by competent Authority.					
10	In case of Divorcee, Decree or certificate issued by the Hon'ble Court granting divorce.					
11	In case of Widow female, death certificate of husband issued by competent authority for widow female candidate issued till the last date of application i.e. 17.11.2023					
12	Age					
	(a) Age of the candidate as on 01-01-2024					
	(b)Applicable Age limit as per the advertisement on 01-01-2024 after relaxation, if any (as per point no. 13 below)					

13	Relaxation in maximum age limit in various categories as per State Government Rules				
	Categories of candidate	Max. relaxation in age	Date of Birth (not before)	Candidate (Tick)	
13.a	UR (M)	3	02.01.1981		
13.b	UR (F)	8	02.01.1976		
	Any other case of age relaxation as per advertisement				
14	If already employed in Central Government/State Government Services/PSU/Autonomous Bodies, attach 'No Objection Certificate' from the concerned department.	Yes / No			
15	Declaration regarding children as on 01-06-2002 and afterwards (Annexure-1)	Yes/ No			
16	Marriage Registration Certificate issued by Competent Authority (for married candidates)	Yes/ No			
17	Nationality(Indian)	Yes/ No			
	If not Indian, please specify & attach proof				
18	Self-declaration regarding non-consumption of Smoking/Gutkha (Annexure-2)	Yes/ No			
19	Self-declaration regarding non-conviction of offense(Annexure-3)	Yes/ No			
20	Any other certificate	Yes/ No			

I hereby declare that all the information/Mark sheets/Degrees/ Certificates/Affidavits given by me in support of my application are true, complete and correct. If any of them is found to be incorrect or false, I shall be liable to any legal action and termination from the services as may be deemed fit by the appointing authority.

Name and Signature of the Candidate:

Address:

Mobile No.:

Email ID:

Note:

1. Candidates are required to enclose one self-attested photocopy of all required documents along with this format (with proper page marking).
2. Candidates must bring all Original documents at the time of document verification.

3. Photograph and IRIS will be captured at the time of DV. The photo captured will be matched with the photo uploaded by the candidate in the application form as well as taken at the exam centre. Appearance of the candidate from the photo uploaded must not be changed.

(IRIS scan is introduced in lieu of Biometric Thumb Impression due to Covid-19 situation to avoid circulation of infection with multiple Thumb Impressions). Decision of the IRIS data certification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates Refusal to participate in the process of scanning/ verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

- a. 'Left Eye (IRIS)' will be captured for all the candidates.
- b. Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
- c. There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

FOR OFFICE USE ONLY

Remarks:

Checked by Sub-Committee (Name & Signature

Rechecked by Committee Committee (Name & Signature

1.

1.

2.

2.

3.

LIST OF REQUIRED DOCUMENTS IN ORIGINAL

While appearing before the Committee for documents verification, you are required to bring **following documents in ORIGINAL**, along with one set of Self-attested photostate copy of each document:-

- System generated printout of your Application Form, having your scanned photograph & signature and each page duly signed by you. Also affix your colour photograph on such printout of application form;
- Original ID proof (as mentioned in the application form)
- Degree/Provisional Degree issued by the University or a Certificate issued by the Institute from where requisite qualification is acquired by the candidate;
- Mark-sheet of all years/semesters issued by the University,
- In case, absolute marks/percentage of marks is not mentioned in the Degree/Certificate/Mark -sheet, a certificate issued by the University/Institution in support of equivalent percentage of marks in such qualification;
- Certificate/Marks-sheet of Secondary School Exam in support of your 'Date of Birth';
- Valid certificate of SC/ST/EWS or BC/MBC of non-creamy layer, as the case may be, issued by the concerned Competent Authority of Rajasthan state only.
- In case of SC/ST/EWS or BC/MBC of Non-creamy layer, if a candidate is not having latest certificate (latest i.e. issued not more than twelve months prior to the last date prescribed for filling up application) and still belongs to that category, he/she should submit an Affidavit with regards to still having SC/ST/EWS and Non Creamy Layer status of BC/MBC category. Such affidavit can be given for maximum three years;
- Certificate of TSP issued by the concerned Competent Authority, if the UR/BC/MBC/SC/ST/EWS category candidate is a bonafide resident of any one of the notified TSP Areas of Rajasthan.
- In case of Persons With Benchmark Disability(Physically Handicapped Candidates), Medical Certificate(clearly indicating type & percentage of disability) issued by the concerned Competent Authority;
- Certificate/relevant document issued claiming reservation against vacancies reserved for Ex-Servicemen. He/She should be bonafied resident of Rajasthan.
- Valid certificate issued by Competent Authority for outstanding sportsperson, as per State Government's Rules.
- Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married);
- In case of a widow, death certificate of her husband issued by the Competent Authority along with proper linkage with her relationship with deceased.
- In case of Divorcee, decree or certificate issued by the court granting divorce;
- Bonafide resident Certificate, issued by the Competent authority.

- If already employed in Central Government/ State Government Services/PSU/Autonomous Bodies, “No Objection Certificate” from the concerned department.



Annexure-1

(कार्मिक विभाग की विज्ञप्ति क्रमांक 7(1)डीओपी) क-2/95 दिनांक 20-6-2001 के क्रम में कर्मचारी/अधिकारी द्वारा दी जाने वाली घोषणा)

मैं -----पुत्र श्री -----उम्र----- वर्ष

पद-----कार्यालय----- एतद् द्वारा घोषणा करता हूँ कि:-

1- दिनांक 31-06-2002 तक मेरे बच्चों (पुत्र एवं पुत्रियों) की संख्या ----- थी:-

क्र०सं०	नाम	जन्म तिथि
1		
2		
3		
4		

2- दिनांक 1 जून, 2002 को एवं इसके पश्चात् मेरे बच्चों की संख्या में वृद्धि नहीं हुई है
या

दिनांक 1 जून, 2002 को एवं इसके पश्चात् मेरे बच्चों की संख्या में वृद्धि हुई एवं
वर्तमान में बच्चों की (पुत्र एवं पुत्रियों) की संख्या -----है:-

1		
2		
3		
4		

हस्ताक्षर

नाम

पद

मेरे समक्ष हस्ताक्षर किये

कार्यालाध्यक्ष के हस्ताक्षर मय मोहर

Annexure-2

Rajasthan State Pollution Control Board, Jaipur.

UNDERTAKING FROM APPLICANTS FOR NON CONSUMPTION OF SMOKING/GUTHKA

I-----S/o/ D/o -----
----- called for document(s) verification for the post of -----
having Roll No. -----

I declare that I do not smoke and do not consume any kind of Tobacco/ Gutkha or any other substances containing nicotine.

Signature of the Applicant

Date:--

Annexure-3

Rajasthan State Pollution Control Board, Jaipur

SELF DECLARATION REGARDING ANY PENDING CASE/NON-CONVICTION OF OFFENSE

I, _____ Son/ Daughter of _____
residing (full address) _____
called for document(s) verification for the post of _____ in Rajasthan State
Pollution Control Board, Jaipur.

I do hereby declare that no legal and/or criminal case is pending against me before any Court/
Investigating Agencies. I further inform that I have never been found guilty/convicted of any
legal offense and/or crime by any court of law in the past.

I declare that the above information given by me is true to the best of my knowledge. In case
the above information furnished by me is found to be false, Rajasthan State Pollution Control
Board, Jaipur has the liberty to cancel the offer of appointment without assigning any further
reason/intimation apart from initiating any action as deemed fit.

Date:

Signature of Candidate:

Place:

Name of Candidate:

Roll. No.