

INSTRUCTIONS TO LEVEL – I CERTIFICATE VERIFICATION
CV TEAM MEMBER AND HEAD (At Head Quarters)

1. Each team shall consist of 25 / appropriate number of verification engineers as nominated by NSEIT Ltd. Two teams shall be nominated by NSEIT Ltd. He/She should work under the control of Manager / Network Engineer.
2. Each member of the team shall report at 09.00 am on each day of the verification work.
3. Each member of the team shall be assigned a login **ID**. He shall use the **ID** and verify the details in the certificate verification portal along with the documents that has been uploaded.
4. Each member has to go through the details in CV portal. A copy of notification will be provided for reference. Read the related details carefully.
5. Each day a minimum of 12 folders has to be verified. In certain cases, additional numbers will also be provided.
6. Details of applicants will be randomised through random number generated and random allotment of applicant as per software designed by NSEIT.
7. In the CV, portal the candidate claim in application (while applying online) and proof for the same will be displayed.
8. Each verification engineer have to thoroughly check the candidate's claim and the certificate uploaded are matched correctly in all aspects and select the options and details before submitting finally, preview the saved details and ensure its correctness and then submit. Any deviation reported by supervisors will be viewed seriously.
9. On perusal of the CV software data, some clarifications in CV data (candidate claim) related to documents may arise. In such cases, the clarifications are to be reported to the team head in the Report Format. **The clarifications to be marked using red pens.**
10. The certificates uploaded by the candidates are as follows :-
 - (i) Birth Certificate
 - (ii) SSLC Book/ Mark Sheet
 - (iii) Higher Secondary (+2) PUC/Diploma (3 years) certificate and mark sheets.

- (iv) UG Degree certificate and complete mark sheets (*if grade is awarded in the mark sheets, the conversion table should be printed on the reverse side, If not printed the candidate should obtain a letter from the Registrar of the issuing University about the conversion method*).
- (v) PG Degree certificate and complete mark sheets (*if grade is awarded in the mark sheets, the conversion table should be printed on the reverse side, If not printed the candidate should obtain a letter from the Registrar of the issuing University about the conversion method*).
- (vi) B.Ed degree certificate alongwith mark sheets.
- (vii) M.Ed degree certificate alongwith mark sheets.
- (viii) SET/SLET/NET/CSIR/JRF certificate.
- (ix) M.Phil certificate alongw*9ith mark sheets. M.Phil degree obtained through the Correspondence / Distance Education /Open University System on or after 03.04.2009 are ineligible.
- (x) Ph.D degree alongwith mark sheets. Ph.D degree obtained through the Correspondence / Distance Education /Open University System on or after 03.04.2009 are ineligible.
- (xi) Exemption certificate from SLET/ NET.
- (xii) Senior Diploma in teaching the deaf (Hearing Impairment) certificate from Rehabilitation council of India.
- (xiii) Special B.Ed in teaching in Hearing Impairment.
- (xiv) Tamil medium study certificates given by the competent authority (for those who claim reservation under Tamil medium quota - PSTM).
- (xv) Conduct certificate from head of Institution where last studied (regular course) and latest conduct certificate from a Government Officer belonging to Group A or Group B.
- (xvi) Community certificate issued in the name of candidate followed by son of or daughter of so and so)
- (xvii) Certificate of disability for physically challenged persons, which is issued by the competent authority as per Persons' with Disabilities Act.
- (xviii) No objection certificate (from the employer for those who are working in Government services - State/Central Government/Quasi Government).

- (xix) Teaching experience certificate.
11. The subject applied for should be verified with the subject in the PG, M.Phil and Ph.D Degree of the candidates. If there is any clarification in qualifications, it has to be reported in the format.
 12. **Name** should be verified on the basis of entry in the SSLC book or mark sheet. If there is any change in name or in initial, evidence for the same should be submitted by the candidate (Government gazette).
 13. **Date of birth** should be verified with the corresponding entry in the Birth Certificate/ SSLC book or SSLC mark sheet of the candidate.
 14. Age should not be over 57 years as on 01.07.2019.
 15. Community Certificate
 - (i) **Community** should be verified from the community certificate issued by the competent authority in the name of candidate followed by son of or daughter of so and so.
 - (ii) If married women produce community certificates in their name followed by husband's name, such candidates are to be treated as *General Turn* candidates.
 - (iii) Other state community certificate will not be accepted and it is invalid. Such candidates shall be treated as *General Turn* candidates.
 - (iv) It is important that ST Community Certificate should have been issued only in the rank of Revenue Divisional Officers/Sub Collectors.
 - (v) SC/SCA – Community Certificate should have been issued only by Tahsildar of native taluk of the candidate.
 - (vi) BC/BC(M)/MBC/DNC – Community Certificate should have been issued only by Headquarters Deputy Tahsildar or Special Deputy Tahsildar.
 16. **Person with disability**(PWD) The uploaded copy of an identity card with passbook with disability certificate must have been issued by the competent authority. The category and percentage of disability has to be checked from the passbook.

17. The details of the candidates will appear in necessary fields in the CV portal itself. The correctness of the details have to be verified with the documents uploaded. In certain fields, data entry has to be done based on the details in the documents.

Note : All the prescribed qualifications must have been obtained prior to the date of Notification (i.e. 04.10.2019).

- (i) SSLC mark sheet.
- (ii) HSC/Diploma 3 years
- (iii) UG degree certificate with mark sheets.
- (iv) PG degree certificate with mark sheets. For equivalent courses check for necessary Government Order.
- (v) B.Ed degree certificate mark sheets. For equivalent courses check for necessary Government Order.
- (vi) M.Ed. degree certificate mark sheets. For equivalent courses check for necessary Government Order.
- (vii) SET/SLET/NET/CSIR/JRF certificate.
- (viii) Exemption certificate for SLET/ NET.
- (ix) M.Phil certificate alongwith mark sheets. M.Phil degree obtained through the Correspondence / Distance Education /Open University System on or after 03.04.2009 are ineligible.
- (x) Ph.D degree along with mark sheets. Ph.D degree obtained through the Correspondence / Distance Education /Open University System on or after 03.04.2009 are ineligible.
- (xi) Senior Diploma in teaching the deaf (Hearing Impairment) certificate from Rehabilitation council of India.
- (xii) Special B.Ed in teaching in Hearing Impairment.

- (i) **For General Candidates :** A Pass in Post-Graduate Degree in the relevant subject with a minimum of 55% marks and a pass in the NET/ SLET/ SET / SLST / CSIR / JRF as per UGC Norms in the relevant subject.

(or)

A Pass in Post-Graduate Degree in the relevant subject with a minimum of 55% marks and Ph.D in the relevant subject awarded as per UGC norms

(Certificate of compliance to be obtained from competent authority of the concerned University).

(A Ph.D Degree that has been awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- ii) A 5% relaxation will be given to BC/BCM/MBC&DNC/SC/SCA/ST and Differently abled candidates (PWD candidates).
- iii) A relaxation of 5% shall be provided to the Ph.D Degree holders who have obtained their masters degree prior to 19 September 1991
- iv) As per the UGC Regulation dated 18th July 2018 proviso II- 3.4-1 no grace marks will be allowed. For example if the score of a general candidate is 54.99% or a reserved category candidate score is 49.99% they are not eligible to apply.
- v) All the Educational qualifications should have been obtained prior to the date of Notification i.e., 04.10.2019.

1. (vi) **Order of Education** : Duration of the courses has to be checked for the prescribed educational qualifications for a minimum of 10+2+3+2+1 or 2 / 4 + Years (or) 10+2+3+2 / 3 years (or) 10+2+3+2+1 / 2 years / 1 or 2 / 4 Years (or) 10+2+3+1/2+2/3+2/1 or 2/4 years or others

Assistant Professors for Arts and Science Colleges	Assistant Professors for Educational Colleges	Assistant Professors for special recruitment to teach the deaf candidates.
(i) SSLC (ii) HSC / Diploma (iii) UG degree. (iv) PG degree (v) SET/SLET/NET/CSIR/JRF certificate. (vi) Exemption certificate for SLET/ NET. (vii) M.Phil Degree (viii) Ph.D degree.	(ii) SSLC (ii) HSC / Diploma (iii) UG degree. (iv) PG degree (v) B.Ed degree (vi) M.Ed. degree. (vii) SET/SLET/NET/CSIR/JRF certificate. (viii) Exemption certificate for SLET/ NET. (ix) M.Phil Degree (x) Ph.D degree.	(i) SSLC (ii) HSC / Diploma (iii) UG degree. (iv) PG degree (v) SET/SLET/NET/CSIR/JRF certificate. (vi) Exemption certificate for SLET/ NET. (vii) M.Phil Degree (viii) Ph.D degree. (ix) Senior Diploma in teaching the deaf (Hearing Impairment) certificate from Rehabilitation council of India. (x) Special B.Ed in teaching in Hearing Impairment

- vii) If any course is completed after discontinuing the details has to be checked
- Name of the course with subject
 - Discontinued date
 - Admission date in new course
 - Rejoining date in the old course
- viii) Check whether the M.Phil / Ph.D Degrees are obtained on or after 03.04.2009 through Correspondence/ Distance Education/ Open University System. For such candidates with M.Phil / Ph.D Degrees on or after 03.04.2009 through Correspondence/ Distance Education/ Open University Teaching Experience for such Degrees not to be considered.

- ix) In case of PG/Ph.D degree in foreign Universities check for equivalence certificate from Association of Indian Universities, New Delhi.
- x) For the Special Recruitment to teach the deaf candidates, apart from the qualifications mentioned above, check for the following additional special qualifications.
- a) Rehabilitation Council of India approved Disability related (Deaf) Course – Senior Diploma in Teaching the Deaf (Hearing Impairment)
(or)
Special B.Ed in teaching the Hearing Impairment
- xi) Educational Qualifications for Assistant Professor for Colleges of Education:-

Sl. No.	Assistant Professor for Colleges of Education	Qualification
1.	Assistant Professor of Education (Education)	(i) A Pass in Post Graduate degree in Psychology or in Philosophy with Psychology with a minimum of 55% marks and (ii) M.Ed. degree with a minimum of 55% marks; and [a pass in the NET / SLET / SET / SLST / CSIR / JRF as per UGC Norms in Education (or) and Ph.d degree in Education awarded as per UGC Norms (Certificate of compliance to be obtained from competent authority of the concerned university to be submitted at the time of Certificate Verification)].
2.	Assistant Professor of Physical Science (Education)	(i) A Pass in Post Graduate degree in physics or Chemistry with a minimum of 55% marks and (ii) M.Ed. degree with a minimum of 55% marks and [a pass in the NET / SLET / SET / SLST / CSIR / JRF as per UGC Norms in Education (or) and Ph.d degree in Education awarded as per UGC Norms (Certificate of compliance to be obtained from competent authority of the

		concerned university to be submitted at the time of Certificate Verification)].
3.	Assistant Professor of History (Education)	(i) A Pass in Post Graduate degree in History or Geography with a minimum of 55% marks and (ii) M.Ed. degree with a minimum of 55% marks and [a pass in the NET / SLET / SET / SLST / CSIR / JRF as per UGC Norms in Education (or) and Ph.d degree in Education awarded as per UGC Norms (Certificate of compliance to be obtained from competent authority of the concerned university to be submitted at the time of Certificate Verification)].
4.	Assistant Professor of Biological Science (Education)	(i) A Pass in Post Graduate degree in Botany or Zoology or Physiology and (ii) M.Ed. degree with a minimum of 55% marks and [a pass in the NET / SLET / SET / SLST / CSIR / JRF as per UGC Norms in Education (or) and Ph.d degree in Education awarded as per UGC Norms (Certificate of compliance to be obtained from competent authority of the concerned university to be submitted at the time of Certificate Verification)].

18. **Persons Studied in Tamil Medium (PSTM) reservation** : Check for PSTM. Certificate for PG degree and Ph.D degree. In case of posts for Colleges of Education in the subject of History (Education), Physical Science (Education), Education (Education) and Biology (Education) check for PSTM certificate for PG degree, M.Ed degree and Ph.D degree.

Check for education qualification category

	Qualification category
(i)	Ph.D in concerned subject (along with PG)
(ii)	M.Phil with SLET/NET/SET (along with PG)
(iii)	PG & SLET/NET/SET

Note : In the prescribed qualifications the main subject to be relevant to the post for which applied.

19. check for teaching experience in the Universities / Government / Aided Colleges/ Self Financing Colleges / Medical / Engineering / Law Colleges in the relevant subject.

Note:- For 3 to 6 months period as well as 6 to 12 months period careful check is to be exercised.

Also check for the total Teaching Experience after the date of attainment of the prescribed qualification.

20. Experience Certificate issue date to be check for between the dates from 04.10.2019 to 30.11.2019
21. The subjects handled as per Teaching Experience Certificate and Subject Applied for as per application to be checked.
22. Experience Certificate issued by Competent Authority alone to be consider.
23. Ensure whether all the fields in the CV portal has been filled up.
24. The genuineness of the information provided by the candidate online during application and the certificates that were uploaded have to be compared for correctness of each and every candidate details. After verification the staff have to certify about the correctness and have to sign in the proforma.
25. Based on the each field data captured, the team is fully responsible for the verification and comparison of the details of each field with the document uploaded for corrections. Hence, the team has to check the details correctly with the documents and then click "I agree and Submit".
26. All the CV verification Manager / Network engineers, Supervisors, and representatives of TRB's has to maintain strict confidentiality and integrity and undertake the work without any complaints.
27. Any violation will be viewed seriously.

TEACHERS RECRUITMENT BOARD
CHENNAI
REPORT FORMAT FOR CLARIFICATION
1ST LEVEL – CERTIFICATE VERIFICATION

Recruitment : Assistant Professors in Tamil Nadu Collegiate Educational Service
for Government Arts & Science Colleges and Colleges of Education

C.V Venue : _____

S.No.	Team No.	CV Verification Date	Register Number	Remarks

Signature and
Name of Member CV Team

Signature and
Name of Head CV Team