

# OFFICE OF THE CHIEF EXECUTIVE OFFICER, MISSION YOUTH J&K Srinagar/Jammu

## IMPORTANT NOTICE

**Sub: Document Verification of Candidates under PARVAAZ Scheme of Mission Youth, J&K – Intimation thereof.**

PARVAAZ Qualifying Test (PQT) was conducted by Mission Youth on 15-05-2022 for selection of candidates for the IAS/JKAS coaching program to be run by Mission Youth and the result of the examination was declared on 28-06-2022. In the PARVAAZ advertisement and result notification, the candidates who have scored 100 or above in the PQT were intimated to keep their documents ready for document verification and 02.07.2022 was decided as the cut-off date for consideration of documents (as per the eligibility and other criteria in the advertisement dated: 03-02-2022).

Therefore, through the medium of this communication, the candidates are intimated that the document verification shall be done in online mode only. The candidate shall have to upload the necessary documents online on the portal of Mission Youth for verification by Mission Youth. The portal (<https://missionyouthjk.in>) shall remain open from 06.07.2022 1600hrs to 11.07.2022 1600hrs for candidates who have scored 100 marks or above only. The detailed procedure along with the list of documents to be uploaded is annexed to this notification

## **INSTRUCTIONS FOR ONLINE DOCUMENT VERIFICATION**

1. The candidates are advised to go through these instructions carefully before submitting documents for verification on the portal of Mission Youth.
2. The link for the submission of documents on the portal of Mission Youth shall remain open/active from 06-07-2022 (1600 hrs) to 11-07-2022 (1600 hrs). In no case extension of this timeline shall be done by Mission Youth.
3. The eligible candidates are to make sure that they submit documents within the stipulated timeline. The candidates are also advised to submit the documents well in time and avoid last minute submission in order to avoid network related issues. Mission Youth shall in no way be held responsible for non-submission due to any network related/ candidate related issue/last minute submission issues.
4. The scanned copy of documents to be uploaded by the candidates include:
  - a. Photograph ( Passport Size, clear & Recent)
  - b. Date of Birth Certificate
  - c. Domicile Certificate
  - d. Income Certificate
  - e. Prescribed Degree/Qualification Certificate
  - f. Photo-Identity proof (masked-Aadhaar\*/Driving License/Election Card/Passport)(\* ) – Candidates are advised to make sure that they don't upload a password protected e-Aadhaar.
- g. Admit Card of the IAS/JKAS examination of which the prelims was cleared by the candidate (only applicable for candidates who have qualified Prelims Examination of IAS/JKAS in the last two preliminary examinations conducted).

Important Note: The photograph is to be uploaded in jpg/jpeg format with size not greater than 500kb. The documents (b-g above) are to be uploaded in pdf format only with maximum size of each pdf less than 500kb each. Candidates to ensure that they don't upload password protected pdf which shall lead to rejection of candidature.
5. The procedure for uploading the documents shall be as under:
  - a. The candidate shall go the website [www.missionyouthjk.in](http://www.missionyouthjk.in) and click on the link for document verification given in the notifications section.
  - b. On the document verification page, the candidate is asked to go through the instructions carefully and then proceed to the document submission page. The candidates are advised keep all the documents (in the desired format and size) ready on the computer for uploading.
  - c. On the document submission page, the candidate shall submit some details such as gender, phone number, email id, whether the candidate is eligible for age relaxation etc along with uploading of photograph and documents.
  - d. In case the candidate had cleared the IAS/JKAS preliminary examination, the candidate shall have to upload the admit card of that examination.
  - e. The candidates are advised to re-check the document before final submission as no editing shall be allowed after submission.
6. Applicant is also advised to close the browser window only after being prompted that documents have been uploaded successfully. In case the browser window is closed before successful uploading of documents, documents may not be uploaded properly.
7. Upon submission of information and documents, no editing shall be allowed in the uploaded details and profile shall be locked. Upon logging in again, the candidate shall be shown a message that he/she has already submitted the documents.
8. The candidature of candidates who have scored 100 marks/above and do not participate in online document verification process shall be rejected. Such candidates shall be dropped from any further process too.

**Sd/- Chief Executive Officer**

**DIPK-5598-22**

**Mission Youth, J&K**