

**Advertisement No. PH/R/01/2020**  
**Document Checklist**

**Checklist of documents to be submitted along with the printout of the online application form. Please tick (✓) mark in appropriate box and enclose this duly signed checklist along with the printout of the application form while submitting the same at the Written Test Centre.**

Sl.	Particulars of Document	Whether submitted (Yes/No)
1	Proof of Date of Birth- Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination	
2	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)	
3	10th Standard Marksheet and Passing certificate	
4	12th Standard Marksheet and Passing certificate	
5	All semesters/ year-wise Mark Sheets and Final Diploma/ Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)	
6	ITI (Fitter) Trade Mark sheets and certificate (where applicable)	
7	Boiler Competency Certificate (BCC) (where applicable)	
8	Document for conversion formula from CGPA to percentage (where applicable) for calculating Final percentage of marks obtained for a qualification.	
9	Certificate from the Institute where the candidate has pursued his Degree stating that it is a regular full time course and also stating the date of publication of result of the final year/ final semester of the Degree/ Diploma course. In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the College from where the candidate pursued his/ her diploma/ graduation course, along with his/ her application form.	
10	<b>Heavy Vehicle Driving License (applicable for candidates applying for the post of JEA-IV(F&amp;S) – Post code 207)</b>	
11	Latest Caste/ Category Certificate (applicable for SC/ST/OBC(NCL)/EWS candidates) in the prescribed format.	
12	Disability Certificate (applicable for PwBD candidates) in the prescribed format	
13	Discharge Certificate (applicable for ExSM candidates) in the prescribed format	
14	Proof of requisite post qualification experience. (Experience Certificate OR Appointment Letter and Last Salary Slip/ Latest Salary Slip OR Clear Release Order etc. issued by the employer will be acceptable as valid proof for Post-Qualification Experience.)	
15	A Self-certified copy of Relevant Page of Balance Sheet as proof that the Company is a Large Industrial Establishment wherever post-qualification experience (mentioned in the detailed advt.) is required to be in Large Industrial Establishment. Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment are required to furnish a copy of the work order issued to the agency/contractor along with the relevant page of the balance sheet of the Large Industrial Establishment.	
16	Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed (where applicable)	
17	No Objection Certificate (NOC) from employer in case the candidate is employed with Govt./ Govt. Departments/ PSUs/ Autonomous Bodies	
18	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in our Advertisement No. PH/R/01/2020	

(Signature of the candidate)

**Name:**

**Post applied for:**