

ASSISTANT RECRUITMENT EXERCISE 2023

DOCUMENT CHECKLIST

Please arrange your documents (Original with self-attested copies) in the given order for verification and put a tick mark against the ones you are submitting

1	Regional Language Test Call Letter	
2	Online Application form	
3	Data Sheet along with Candidate's Declaration	
DOB & Identity		
4	Date of Birth proof	
5	Photo Identify proof	
Education		
6	SSC Mark-sheet	
7	SSC Certificate	
8	HSC Mark-sheet	
9	HSC Certificate	
10	Graduation Mark-sheets (semester / year-wise)	
11	Graduation Provisional / Final Degree Certificate	
12	Post Graduation Mark-sheets (semester / year-wise)	
13	Post Graduation Provisional / Final Degree Certificate	
14	Other Qualification Mark-sheets	
15	Other Qualification Provisional / Final Degree Certificate	
16	Certificate from Board / University for having declared the eligibility qualification result on or before 01/01/2024	
Reservation		
17	Caste Certificate - SC / ST / OBC Non-creamy layer issued after 31/03/2023 (as applicable)	
18	Caste Validity Certificate (wherever applicable)	
19	EWS (Income and Asset) Certificate for FY 2022-23 issued after 31/03/2023 (if applicable)	
20	Form of Declaration by OBC candidates	
PwBD		
21	Disability Certificate issued by the Authorities as per 'RPwD Act, 2016'	
Ex-serviceman / Disabled Ex-servicemen / Dependent of servicemen killed in action		
22	Service Book or Discharge Certificate	
23	Pension Payment Order	
24	Documentary proof of rank last / presently held (substantive as well as acting) at the time of Regional Language Test	
25	Proforma - A / B / C / D (as per annexure in the recruitment advertisement)	
Employment		
26	No Objection Certificate - From candidates serving in Government / Quasi Govt. offices / Public Sector Undertakings (including Nationalised Banks and Financial Institutions) and other institutions from employer in original (original to be retained by New India) Also applicable for Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & AICL)	
27	Experience Certificates, if any	
Nationality		
28	Persons falling in categories (b), (c), (d) and (e) of Nationality, as mentioned in the recruitment advertisement, candidate should produce a certificate of eligibility issued by the Govt. of India	
Other		
29	Travel Expenses Reimbursement Form (if applicable)	
30	Any other relevant documents in support of eligibility	

NAME OF CANDIDATE :

ROLL NO. :

DATE :

(SIGNATURE OF CANDIDATE)