



THE NEW INDIA ASSURANCE COMPANY LIMITED

ASSISTANT RECRUITMENT EXERCISE 2024

DOCUMENTS CHECKLIST

Please arrange your documents (Original with self-attested) in the given order for verification and put tick mark against same

NAME OF CANDIDATE	ROLL NO.	
1	Call Letter for Regional Language Test	
2	Valid System generated online Application Form	
3	Data Sheet along with Candidate's Declaration	
Date of Birth & Identity		
4	Photo Identity Proof	
5	Date of Birth Proof	
Education		
6	SSC Mark-sheet	
7	SSC Certificate	
8	HSC Mark-sheet	
9	HSC Certificate	
10	Graduation Mark-sheets (semester / year-wise)	
11	Provisional / Final Degree Certificate	
12	Post Graduation Mark-sheets (semester / year-wise)	
13	Post Graduation Provisional / Final Degree Certificate	
14	Any other Qualification Mark-sheets and Certificates	
15	Certificate from Board / University for having declared the eligibility qualification on or before 01/12/2024	
Reservation		
16	Caste Certificate – SC / ST / OBC (as applicable)	
17	OBC Non-Creamy Layer Certificate issued after 31/03/2024 & before 01/04/2025 (as applicable)	
18	EWS (Income & Asset) Certificate issued after 31/03/2024 & before 01/04/2025 (as applicable)	
19	Caste Validity Certificate (wherever applicable)	
20	Form of Declaration by OBC candidates	
PwBD		
21	Disability Certificate issued by Authorities as per 'RPwD Act, 2016' mentioning type & % of disability	
22	Unique Disability Identity (UDID) Card	
Ex-serviceman / Disabled Ex-servicemen		
23	Service Book, Release Order, Discharge Certificate, Pension Payment Order	
24	Proforma – A / B / C / D	
Employment		
25	No Objection Certificate from employer (in original) – From candidates serving in Government / Quasi Govt. Offices / Public Sector Undertaking (Nationalised Banks / Insurance Companies / Financial Institutes)	
26	Experience Certificate, if any	

DATE :

(SIGNATURE OF CANDIDATE)