

CHECKLIST

Name of the Applicant:

Date:

Application No. :

Department :

Sl. No	Documents (Self attested Photocopy)	Tick(✓)
1	Valid Proof for Indian Citizenship/OCI	
2	10 th Class /Secondary Marksheet	
3	Sr. Secondary/Intermediate(12 th Class) Mark sheet	
4	Bachelor's Degree Semester wise Mark Sheet(Consolidated Mark sheet is preferable)	
5	Bachelor's Degree Certificate	
6	Master's Degree Semester wise Mark Sheet (Consolidated Mark sheet is preferable)	
7	Master's Degree Certificate	
8	M. Phil. Mark Sheet/Degree Certificate, if any	
9	Ph.D. Degree Certificate	
10	GATE/NET/CSIR NET Score Card, if any	
11	Experience Certificate(s) from previous employer (including proof of previous promotion/appointment), if any	
12	Endorsement from the present employer, if applicable	
13	SC/ST/OBC(NCL) /EWS/PwD Certificate, if applicable	
14	Application Fee receipt/ Transaction Details	
15	Credit Point Verification Sheet	
16	Supporting documents for credit point calculation sheet(First page of paper in case of Research Publications, etc.)	
17	Any other documents in support of claims in application form	

Signature of the Applicant