

Employment Notice No 03/2016

**Jr. Electrical Engineer (GTO & GEN) / Jr. Engineer (Civil)/ Jr. Electrical Engineer (GTO) Dip.in
Mechanical Engg.**

CHECK LIST FOR DOCUMENT VERIFICATION

Name	Roll No	Date of Birth
Post		

1. Hard copy of mail shared for Document verification.

2. Matriculation or 10th class Mark-sheet and certificate. (in support of age.)

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

3. Marks sheet of all semesters of qualifying exam and passing certificate of the qualifying exam (i.e Diploma in Engineering Tech)

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

4. Equivalence of the Diploma to the Technical courses as per the advertisement issued from the university/ Institution.

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

5. CGPA/CPI/DGPA/OGPA conversion chart issued by the University (as applicable).

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

6. Caste certificate issued by Civil SDO/DC of respective sub-division/ district & likewise Non-creamy Layer Certificate for reservation benefit claimed. (Must be issued on or after 01/01/2016)

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

7. Permanent Domicile Certificate for Employment purposes issued from Jharkhand if reservation benefit is claimed.

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

8. Certificate of disability with recommendation from competent Medical Board, in case of PHP candidates.

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

9. Land Loser/Land displaced person should bring certificate issued from District Magistrate/ Dy. Commissioner, if applicable.

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

10. No objection Certificate from the employer (only for the candidates who are working in State/Central Govt./PSU).

Sl. No./ Ref. No.	Date of Issue	Issuing Authority

11. Primitive Tribe Group Certificate.

ID Type	ID Number	Issuing Authority

12. Sports Certificate.

ID Type	ID Number	Issuing Authority

13. Identity Card.

ID Type	ID Number	Issuing Authority

14. Two attested passport size photo.

A. Candidates are advised to fill the check list and to arrange their certificate in the above order before appearing for document verification

B. They are advised to write N/A in the boxes, which are not applicable to them.

Signature of the Candidate:	
Name of the Candidate:	
Regd. No./Application No.	
Roll No.	