

EMPLOYMENT NOTICE NO. 04/2016

POST: JUNIOR ACCOUNTS CLERK/ Office Assistant

CHECK LIST FOR DOCUMENT VERIFICATION

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. **Intermediate or 12th class Mark-sheet and Certificate**

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

4. **Marks sheet of all year of qualifying exam and passing certificate of the qualifying exam (i.e Graduation)**

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. **Lan 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. **Identity Card.**

ID Type	ID Number	Issuing Authority

12. **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.	
Post applied for	
Employment Notice No.	