

INSTRUCTIONS TO SUBMIT THE HARDCOPY OF THE APPLICATION

- A. After filing the application form (either typed or in writing), sign every page with your signature and the submission date.
- B. Arrange required documents in the chronological order specified in the form (personal details, fee payment, education, service/employment, etc.). Self-attest all supporting documents with your signature and submission date.

Checklist				
S. No.	Required Documents	Submitted (Yes/ No/ NA) (write NA wherever the document is not required)	Page No.	
			From	To
1	Print out of the Application Form (signatures and date of submission on all pages)			
2	Original NOC from present employer (If the candidate is on deputation or lien, submit an NOC from both the parent and borrowing organizations)			
3	Original Vigilance certificate from present employer (If the candidate is on deputation or lien, submit a Vigilance certificate from both the parent and borrowing organizations)			
4	Copy of Certificate for age Proof (10th Mark sheet or Certificate)			
5	Copy of Aadhar card			
6	Proof of payment of application fee			
7	Proof of Educational Qualification – Certificate & Mark Sheet of all Qualifications			
8	Proof of Current Employment – Pay Slip for the last month			
9	Proof of Work Experience – Experience Certificate issued by all the employers			
10	Endorsement Certificate on Letter Head			
11	Certified Copy of APAR of last 5 years			
12	Equivalency certificate			

	(if PayScale is not as per Central Govt's 7 th CPC)			
13	Any other relevant enclosures			

** Candidates must take a copy of the application form before submission for future reference.*

Name of Applicant:

Date:

Signature of Applicant: