

DOCUMENTS CHECKLIST

Name: _____ Reg No: _____ Signature of candidate: _____

DOCUMENT TYPE	DOCUMENT SUBMITTED		NO: OF PAGES
	Tick 'Yes' or 'No'		
Online Registration / Application Form			
Copy of duly filled Online Application / Registration Form	Yes	No	
Date of Birth Proof			
Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority	Yes	No	
Twelfth(XIIth) class mark sheet(if applicable)	Yes	No	
Qualification Documents			
Final/Provisional Diploma/ITI/Sub Officers Course Certificate	Yes	No	
Final/Provisional Diploma/ITI/Sub Officers Course equivalency Certificate (if applicable)	Yes	No	
Mark sheets of all semesters/years of Diploma/ITI/Sub Officers Course	Yes	No	
Post Qualification Experience Documents			
Offer of Appointment	Yes	No	
First and Last pay slip	Yes	No	
Experience/Service certificate	Yes	No	
Release Order (if applicable)	Yes	No	
Apprenticeship training certificates (if applicable)	Yes	No	
Large Industry Establishment balance sheet			
<ul style="list-style-type: none"> • Copy of the relevant page of the last published balance sheet of the establishment where the candidate has acquired post qualification experience mentioning the investment in plant & machineries exceeding Rs 10 crores • In case candidate was employed directly or by or through any agency (including a contractor) by a Large Industrial Establishment, he/she is required to furnish copy of the work order issued to the agency/contractor alongwith the page of the balance sheet of the Large Industrial Establishment 	Yes	No	
Caste Certificate			
Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)	Yes	No	
Others			
No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)	Yes	No	
Service certificates and discharge certificate (applicable to ex servicemen only)	Yes	No	
Persons with Benchmark Disability (PwBD) certificate (if applicable)	Yes	No	
Apart from the specified documents, candidates may submit any relevant documents with respect to various criterias mentioned in our detailed Advertisement	Yes	No	
Total No: of Pages			

Candidates who have successfully submitted Online Applications, are required to submit the 'Documents Checklist' alongwith self attested copies of the mentioned documents by Ordinary post only addressed to "Dy General Manager(HR), HR Dept, Mathura Refinery, Mathura, Uttar Pradesh – 281005 on or before 07-11-2017"