Position applied for	**Fixed Term Employees: Executive Level L1**	Advt. No.	**RD/FTE-2023**

CHECKLIST FOR DOCUMENT VERIFICATION

Roll No		Discipline		Date of PI	**........ Aug'2023**	Venue of PI	IiPM-Gurugram	
							Y/N	**No. of pages**
1	Duly filled Declaration Form (with additional sheets, if any)							
Whether self-attested copies of the following submitted								
2	Call letter for PI							
3	Matriculation/Class Xth certificate issued by Board of Secondary Education							
4	Marksheet of Class X							
5	Marksheet of Class XII							
6	Certificate of Class XII							
7	Semester-wise or year-wise mark sheets of Diploma in Engineering (as applicable)							
8	Certificate of Diploma in Engineering (as applicable)							
9	Semester-wise or year-wise mark sheets of B.E./ B.Tech (as applicable)							
10	Degree Certificate of B.E./ B.Tech (as applicable)							
11	Semester-wise or year-wise mark sheets of 'Other Qualification', if any							
12	Certificate/Marksheets of 'Other Qualification', if any							
13	Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable) for the Qualification against which applied for							
14	Experience Certificate for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience issued by authorized/ appropriate signatory of the organization or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed against the FTE position. *The above documents submitted in support of Experience must clearly establish the nature and period of experience being claimed against the FTE position.*							
15	Proof of Qualification (Equivalence), as applicable in case of Ex-Servicemen							
16	Proforma of Certificate for employed Officials, Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category,							
17	Service Certificate/Discharge Certificate, as applicable, in case of Ex-Servicemen							
18	Candidates employed in Govt. Deptt/PSUs/Autonomous Bodies are required to submit "No Objection Certificate" from their current employer (if applicable)							
19	**Latest** Category Certificate in the prescribed format & issued by the Competent Authority *(if applicable)* (*The name of caste/community to which the candidate belongs must appear in Presidential Order/ Notification issued by Govt. of India. The Regn. / Serial No. and date of issue must be indicated in the caste certificate.*)							
a)	SC Certificate							
b)	ST Certificate							
c)	OBC (NCL) Certificate							
d)	OBC Declaration							
e)	EWS-Income & Asset Certificate							
20	Photo Identity Proof *(Aadhar Card/Driving License/Voter Id/PAN Card/Passport)*							
21	Undertaking, if any, w.r.t. _____ _____ _____							
						Total pages		

_____ **Signature of Candidate**