

## **UPLOADING OF DOCUMENTS:**

All the candidates have to upload the following documents while applying:

### **1. Photo**

### **2. Personal Documents**

- a) Class X passing certificate/Marksheet for Name and DOB proof.
- b) Aadhar Card and PAN Card.
- c) Caste/Disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable.
- d) OBC-NCL certificate should be in central format for the current financial year (FY 2024-25).
- e) Disability certificates should be as per the latest prescribed Central Govt. Format generated online through the Swavalamban/UDID portal (clearly indicating the type & percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.
- f) EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2024-25 based on the income of FY 2023-24.

### **3. Education Documents**

- a) Membership certificate issued by the Institute of Company Secretaries of India (ICSI)
- b) Under Graduation/ Post Graduation degree - Consolidated Marksheet/Transcript/all semester marksheets/Degree clearly indicating aggregate % of marks in all semesters.
- c) Marks conversion formula from the University/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI etc. into percentage (%).

### **4. Experience Documents**

Documents in support of relevant experience with reference to the post applied for

- a) Experience documents should be in chronological order and should include Experience certificate indicating nature of experience along with documents such as appointment letter, offer letter, confirmation letter/order on completion of training, if any, promotion order, role assignment order, transfer order, service certificate, relieving letter and 2 pay slips per year to substantiate the tenure & nature of experience of the candidate.
- b) Candidates from private sector should also submit Form 16 of current/ previous employer for last 03 financial years.
- c) Candidates from Govt./ public sector undertaking should provide pay-scale circular/ matrix to verify the minimum years of service in the prescribed scale or equivalent level post/ profile.

**Note- The candidates should necessarily upload all documents while applying. Applications with incomplete/insufficient documents are liable to be rejected/not considered for further process.**