

NTPC Ad - 06/25
List of Documents to be uploaded

1. Photo

2. Personal Documents

- a) **Class X** passing certificate/Marksheet for Name and DOB proof
- b) **Aadhar** Card
- c) **PAN** Card
- d) **Caste/Disability** certificate (for SC / ST / OBC-NCL / PwBD / EWS candidates) as applicable
 - i. OBC-NCL certificate should be in central format for the current financial year (FY 2024-25).
 - ii. 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.
 - iii. 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 and Final Marksheet issued by the **Institute of Company Secretaries of India (ICSI)**
- b. **Under Graduation/ Post Graduation degree** (if applicable) - Consolidated Marksheet/Transcript/all semester marksheets/Degree clearly indicating aggregate % of marks in all semesters.

4. Experience Documents

Documents in support of **relevant experience**

- a. Experience certificate indicating nature of experience
- b. Offer letter
- c. Appointment letter
- d. Confirmation letter / order on completion of training (if any)
- e. Promotion order/s
- f. Role assignment order
- g. Transfer order
- h. Service certificate
- i. Relieving letter
- j. 2 pay slips per year to substantiate the tenure & nature of experience

All experience documents should be uploaded in chronological order.

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