

**Scanned Documents necessary for submitting online applications:**

- i) Passport size photo (recent)
- ii) Signature
- iii) Graduation Certificate - if the applicant is graduate
- iv) HSC Certificate & Mark sheet - if the applicant is under-graduate and HSC passed
- v) SSC Certificate & Mark sheet - if the applicant is under-graduate and SSC passed
- vi) Mark sheets of the examinations in respect of the exemptions claimed
- vii) Experience Certificate - on institution letterhead signed by the CEO/ authorized signatory
- viii) Undertaking reg. permanent service - if the applicant is temporary
- ix) Challan copy received for remitting examination fee in treasury
- x) Ladies who have selected "change in name" option - Marriage Certificate / Gazette / Affidavit