

GENERAL INSTRUCTIONS

Applicants are advised to submit the application form along with the scanned copies of all the supporting documents:

Experience, qualifications and eligibility will be reckoned as on the last of the receipt of application (i.e. 30th April 2020)

I. Age Proof:

Any one of the following documents which shows the date of birth could be uploaded as age proof in PDF file. The file size should be less than 1.5 MB

- SSLC/ equivalent certificate
- AADHAR card
- Passport
- PAN card.

II. Academic qualifications:

In the academic qualifications section, candidate must upload the following certificates in a single PDF file for each degree. The file size should be less than 3 MB

- Degree certificate, Consolidated grade sheet / mark sheet, Rank certificate or something similar (if available), Achievements (if available)

Note: Only mark sheet needs to be uploaded for SSLC/equivalent & HSC/equivalent

III. Experience:

In the experience section, candidate should upload the following documents in PDF file. The file size should be less than 1.5 MB

- Experience certificate/s of previous jobs *and*
- Proof of working in the current job.

Note: The experience details should be entered in reverse chronological order (i.e. starting from the current job). If you are currently working, the application submission date should be entered in “*Date of Leaving*” filed.