

**LIST OF DOCUMENTS REQUIRED TO BE UPLOADED**

Sr. No.	Name of the Post	Requisite Documents for Uploading
1.	Administrative Officer	1. Class X Certificate/ Marksheet - <b>Self Attested Copy</b> 2. Class XII Certificate/ Marksheet - <b>Self Attested Copy</b> 3. Graduation Degree - <b>Self Attested Copy</b> 4. Post-Graduation Degree - <b>Self Attested Copy</b> 5. Other Academic/ Professional/ Technical Qualification(s), if any. - <b>Self Attested Copy</b>
2.	Senior Assistant	1. Class X Certificate/ Marksheet - <b>Self Attested Copy</b> 2. Graduation/ Post Graduation Degree - <b>Self Attested Copy</b> 3. 6 months Diploma/ Certificate* - <b>Self Attested Copy</b> *Note: - Upload same document i.e. Graduation/ Post Graduation Degree (if a particular candidate has a Graduation/ Post Graduation Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University) 4. Experience Certificate(s).
3.	Junior Assistant	1. Class X Certificate/ Mark sheet - <b>Self Attested Copy</b> 2. Class XII Certificate/ Marksheet or Graduation/ Post Graduation Degree - <b>Self Attested Copy</b> 3. 6 months Diploma/ Certificate* - <b>Self Attested Copy</b> *Note: - Upload same document i.e. Graduation/ Post Graduation Degree (if a particular candidate has a Graduation/ Post Graduation Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University)
4.	Semi Professional Assistant	1. Class X Certificate/ Marksheet - <b>Self Attested Copy</b> 2. Graduation/ Post Graduation Degree - <b>Self Attested Copy</b> 3. B.Lib. Sc./B.L.I.Sc. Degree - <b>Self Attested Copy</b> 4. 6 months Course/ Diploma in Computer Applications* - <b>Self Attested Copy</b> *Note: - Upload same document i.e. Graduation/ Post Graduation Degree/ B.Lib. Sc./ B.L.I.Sc. Degree ((if a particular candidate has a Graduation/ Post Graduation Degree/ B.Lib. Sc./ B.L.I.Sc. Degree with Computer as one of the subject at degree level)
5.	MTS - Laboratory Attendant	1. Class X Certificate/ Marksheet- <b>Self Attested Copy</b>

## **OTHER IMPORTANT REQUISITE DOCUMENTS TO BE UPLOADED**

- 1. No objection Certificate from the parent department/ present employer**  
(for those, who are working/ serving in any Government/Semi Govt./ Public Sector Undertakings/  
Autonomous Bodies)
- 2. Community/Caste Certificate** (*only if the applicant belongs to OBC/SC/ST*) – **Self Attested Copy**
- 3. Upload Relevant Supporting Document** (if a particular candidate seeking age relaxation).