



**Himachal Pradesh Technical University
(A State Government University)**

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone :(01972) 224153, Fax: (01972) 224150,

E-mail ID: registrarhimitu@gmail.com, website: www.himtu.ac.in

Advertisement No: 2/2014

Applications on prescribed format, in sealed covers are invited from the eligible candidates to fill up the vacant posts on contract basis in the H.P. Technical University, Hamirpur. The candidate shall apply on the prescribed format along with requisite fee to the **Registrar, Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur-177 001** latest by **20th December, 2014 upto 5.00 P.M.** The candidates residing in Lahul & Spiti District, Kinnaur District, Pangi and Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub-Division of Shimla District of Himachal Pradesh, the last date for receipt of application is **30th December, 2014 upto 5.00 P.M.** The prescribed format and important instructions available in university website: www.himtu.ac.in must be referred before filling it.

S. No.	Name of Post with pay-scale	Qualifications	No. of Posts	Category
1.	Programmer Pay Band: 15600-39100+5400 Grade Pay	i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing. or ii. M.Sc. with PGDCA with 7 years' experience in computing. or iii. M.C.A. with 7 years' Experience in computing. All Degrees/Diplomas shall be from a recognized University / Institution with minimum 55% marks.	01	UR (Open)
2.	System Analyst Pay Band: 15600-39100+5400 Grade Pay	i. Bachelor's degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing. or ii. M.Sc. with PGDCA with 7 years' experience in computing. or iii. M.C.A. with 7 years' experience in computing. All degrees/diplomas shall be from recognized University/ Institution with minimum 55% marks.	02	UR (Open)
3.	Assistant Registrar Pay Band: 15600-39100+5400 Grade Pay	i. Good Academic record with Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale. ii. Five years of experience as Section Officer/ Superintendent Grade-II/Personal	01	UR (Open)

		<p>Assistant or an equivalent position in Central/State University/ Government Department/ Educational or Research Institution.</p> <p style="text-align: center;">or</p> <p>Three years of teaching experience in UGC approved University/ College/ Institution.</p> <p>iii. Good working knowledge of computer applications.</p>		
4.	<p>Assistant Accountant Pay Band: 10300-34800+4400 Grade Pay</p>	<p>i. B. Com Degree from a recognized or any institute duly recognized by State/Centre Government.</p> <p>ii. Having Knowledge of Computer Applications.</p> <p><u>Desirable:</u></p> <p>i. M. Com Degree from recognized university or any institute duly recognized by State/Centre Government.</p> <p>ii. Knowledge of customs, manners and dialects of Himachal Pradesh.</p>	01	UR (Open)
5.	<p>Computer Assistant-cum-Clerk Pay Band: 5910-20200+2000 Grade Pay</p>	<p><u>Essential Qualifications:</u></p> <p>i. Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii. Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting.</p> <p>iii. Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority.</p> <p>Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.</p> <p><u>Desirable:</u> Knowledge of customs, manner and dialects of Himachal Pradesh.</p>	01	SC (open)
6.	<p>Steno-Typist Pay Band: 5910-20200+2000 Grade Pay</p>	<p><u>Essential qualification:</u></p> <p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Must possess the following speed in shorthand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment:</p>	01	UR

		<p align="center">Speed in Shorthand</p> <p>English : 60 WPM Hindi : 60 WPM</p> <p>Speed in typewriting on Computers</p> <p>English : 25 WPM Hindi : 25 WPM</p> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed:</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate (s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>iii. Should have the knowledge of wordprocessing in computer as prescribed by the recruiting authority.</p>		
7.	<p>Clerk Pay Band: 5910-20200+1900 Grade Pay</p>	<p><u>Essential Qualifications:</u></p> <p>(i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>(ii) Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting.</p> <p>(iii) Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority.</p>	04	<p>02 UR (Open) 01OBC(Open) 01UR (Antoday a/ IRDP)</p>

		<p>Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.</p> <p><u>Desirable:</u> Knowledge of customs, manner and dialects of Himachal Pradesh.</p>		
<p>Desirable: Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. Candidates already in service should send their applications through proper channel.</p>				
<p>Age: The applicant should be between 18-45 years as on last date of receipt of application. Provided that relaxation in upper age will be admissible in case of candidates belonging to SC, ST, OBC and person with disabilities of Himachal Pradesh. The upper age relaxation is also available to Ex-Serviceman candidates of H.P. as per provisions of relevant rules/instructions of HP Govt. Provided further that the condition of upper age will not be applicable in case of candidates already in the employment of the University/Government.</p>				

IMPORTANT INSTRUCTIONS

1. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. to avoid rejection at any later stage.
2. Incomplete Applications submitted without requisite examination fee will be rejected straightway.
3. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Physically Disabled (Orthopedically Disabled/Visually Impaired/ Blind/Hearing Impaired/ Deaf & Dumb) etc.
4. The reserved category candidates belonging to other states will be treated as **GENERAL CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates (applicable in case of posts mentioned at serial 1 to 3 of the advertisement). The posts mentioned at Sr.No 4-6 are for bonafied Himachali's only.
5. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date for submission of Applications.
6. Number of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts.
7. Disputes, if any, shall be subject to Court jurisdiction at Hamirpur, H.P.
8. The candidates are advised to apply well in time without waiting for the closing date for submission of application in order to avoid any inconvenience on the last date.
9. Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.

10. In case the candidate has applied against more than one item i.e. post published in the advertisement, the candidate is required to submit separate copies of requisite attested documents/ certificates alongwith Application of each post on the day of Screening Test for the respective posts.

EXAMINATION FEES:- The detail of fee for respective categories is as under:-

Sr.No.	Category	Fee
1.	General Category {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure and candidates of other states (including reserved category candidates of other states)}	Rs. 500/-
2.	S.C. of H.P./S.T. of H.P./O.B.C. OF H.P. (including S.C./S.T./O.B.C. Ex-Servicemen of H.P. on their own requests before completion of normal tenure)	Rs. 125/-
3.	Ex-Servicemen of H.P. (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure) /Blind of H.P./Visually Impaired of H.P.	No fee
The above fee shall be enclosed with application form in the shape of demand draft drawn in favour of Finance Officer, H.P. Technical University, payable at Hamirpur.		

ADMISSION/ REJECTION:-

The information in respect of provisionally admitted candidates on claim basis and rejected candidates will be uploaded on website of the University before the conduct of Screening Test/ Examination for the concerned post(s). The candidates, who appear in the Screening/ Typing Test/Stenography Tests on the basis of claim and fail to submit the requisite attested documents on the day of Screening Test(s) in support of his/her eligibility, i.e. educational qualification, age, experience & category etc. and the candidates, who are found ineligible on scrutiny of their documents, will be rejected straightway. The list of such rejected candidates (after scrutiny of requisite documents) will be displayed on the website of the Himachal Pradesh Technical University; No separate intimation in this regard will be sent by post.

The candidates are advised to visit the university website from time to time for updates in their own interest.

ADMISSION CERTIFICATE(s):

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate alongwith instructions for the concerned post(s) from the official website of the University. The provisionally admitted candidates will have to paste a passport size photograph duly attested by a Gazetted Officer on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be allowed to appear in the Screening Test/Examination, in any condition/ circumstances, whatsoever.

SUBMISSION OF CERTIFICATES/ DOCUMENTS:-

- ✓ THE CANDIDATES WILL HAVE TO SUBMIT THE ATTESTED COPIES OF REQUISITE/ REQUIRED DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY ON THE DAY OF SCREENING TEST/ EXAMINATION FOR THE CONCERNED POST. FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED WITHOUT ANY FURTHER CORRESPONDENCE.
- ✓ Furnishing of false information or suppression of any material fact(s) in the application form would entail disqualification of the candidate. If a candidate is found to furnish false information or suppression of any material fact(s) in his / her recruitment application form he / she will be disqualified from appearing for recruitment to any post to be advertised by this University for a period of three years from the date of submission of application by such candidate.
- ✓ The detailed particulars of such candidates will be uploaded on the website of the university to black list such debarred candidates to make it easily available for other recruiting agencies.

Note: Original certificates will have to be produced at the time of viva-voce. If any of their claims is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the University.

CATEGORY CLAIM:-

The category once claimed by the candidate(s) will not be allowed to change after the conduct of Screening Test for the concerned post(s). Where the direct interview(s) will be conducted, candidates can apply for change of his/ her category seven days prior to the commencement of interview(s).

The S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ WFF of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the Application(s) while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

1.EX-SERVICEMEN OF HIMACHAL PRADESH:-

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their P.P.O. No., Rank, and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Ex-servicemen candidates of Himachal Pradesh must go through the relevant Rules and instructions of the reservation notified / issued by Himachal Pradesh Government from time to time in order to ensure their eligibility for admission to the aforesaid examination.

2.OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-

The candidates belonging to OBC of H.P. category must produce OBC certificate(s) on the prescribed format, which should not be more than two years old at the time of last date fixed for submission of Application alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family, failing which such candidate(s) will not be allowed to appear in the viva-voce/ interview.

ELIGIBILITY CONDITIONS:-

- (i) The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on the closing date for submitting the Applications with the H.P. Technical University, Hamirpur.
- (ii) The decision of the University regarding eligibility etc. of a candidate for admission to viva-voce/ Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.
- (iii) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date is on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate / degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.
- (iv) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Recruitment Application is liable to be rejected.

CLARIFICATION:-

- (i) Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P./ ST of H.P./ OBC of H.P./WFF of H.P./ Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time.
- (ii) Age of a candidate shall be reckoned as on 01-01-2014.

SYLLABUS FOR SCREENING TEST(S) FOR THE CONCERNED POST(S):-

In cases, where Screening Test will be conducted to shortlist the candidates for the concerned post(s); the syllabus will be as under

- (i) 25 questions as per essential qualification(s) prescribed in the advertisement against each post.
- (ii) 25 questions consisting General Knowledge of Himachal Pradesh.
- (iii) 50 questions consisting of General Knowledge of National / International affairs.

SCREENING TEST/ EXAMINATION/ VIVA-VOCE TEST:-

- (i) The final selection of a candidate shall be made solely on the basis of his/her score in the final merit list prepared as per the method and procedure given in Himachal Pradesh Technical University, Recruitment and Promotion Rules-2014.
- (ii) The key of each screening test (objective type) will be uploaded on the website after freezing the answer sheets of the candidates for calling objections from the candidates. Seven days' time shall be given for inviting objections, if any, in the key. The objections will be got verified from the concerned subject expert and, if found correct, a revised key of that screening test shall be uploaded on the website.
- (iii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day of interview and the Himachal Pradesh Technical University will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the screening test/examination/ interview shall be purely provisional.
- (iv) The summoning of the candidate(s) for viva-voce test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued separately in due course.
- (v) If any visually impaired candidate requires scribes, he / she has to request for the same in writing to the university fifteen days before conduct of screening test. Such applications will be entertained on merit and as per the rules.
- (vi) Re-checking/ re-evaluation, for the written examination/ Screening Tests will not be allowed in any case.
- (vii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

OTHER CONDITIONS:-

- (i) All candidates, whether in Government Service or Government owned Industrial or other similar organizations or in private employment should submit their applications directly to the Himachal Pradesh Technical University. Persons already in regular Government service whether in a permanent or temporary capacity other than casual/ adhoc / daily rated/ work charged employees or those serving under Public Enterprises are however, required to submit application through proper channel.
- (ii) In service candidates may apply to the university along with requisite fee with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be interviewed unless he/she brings NOC from the concerned employer.
- (iii) Candidates should note that in case a communication is received from their employer by the university withholding permission to the candidates applying for/ appearing at the examination, their application will be liable to be rejected/ candidature will be liable to be cancelled.
- (iv) It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/

document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.

- (v) The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test/ examination for which they are admitted by the university viz., written examination and viva-voce test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or interview test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the university.
- (vi) Candidate who is or has been declared by the University/any other recruiting Agency in the State to be guilty of following shall not be considered:-
- (a) Obtaining support for his/her candidature by the following means, namely:-
- offering illegal gratification to, or
 - applying pressure on, or
 - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (b) impersonating, or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tampered with, or
- (e) making statements which are incorrect or false or suppressing material information, or
- (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
- obtaining copy of question paper through improper means,
 - finding out the particulars of the persons connected with secret work relating to the examination,
 - influencing the examiners, or
- (g) using unfair means during the examination, or
- (h) writing obscene matter or drawing obscene sketches in the scripts, or
- (i) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
- (j) Harassing or doing bodily harm to the staff employed by the Himachal Pradesh Technical University for the conduct of their examinations, or
- (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (l) Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
- (m) attempting to commit or as the case may be abetting the university of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the university from the examination for which he/she is a candidate and/or
- (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-

- giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
- taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

(vii). The Centers of holding the examination are liable to be changed at the discretion of the University (if already communicated to the candidates).

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION: No candidate will be eligible for admission to the examination:-

- (i) If he/she has been dismissed from any previous service;
- (ii) If he/she has been convicted of any offence involving moral turpitude or has been bound down for good conduct under the provisions contained in Chapter viii of the Code of Criminal Procedure, or has been permanently debarred/disqualified from appearing in any examination or selection;
- (iii) If he/she is found either directly or indirectly influencing the selection process in any manner;
- (iv) If a male candidate who has more than one living wife and if a female candidate, who has married a man already having another wife; or
- (v) If he/she is an un-discharged insolvent.

ABBREVIATIONS:

H.P: Himachal Pradesh, UR; Unreserved, S.C.: Scheduled Caste of H.P., ST: Scheduled Tribe of HP, OBC: Other Backward Classes of H.P. as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P, WFF: Wards of Freedom Fighters of H.P., OH: Orthopedically Handicapped, E.Q: Essential Qualifications and DQ: Desirable qualifications.

-sd-
Registrar
Himachal Pradesh Technical University
Hamirpur

Himachal Pradesh Technical University

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone :(01972) 224152, 224150, 224159, Fax: (01972) 224150,

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

(to be filled in by candidate's own handwriting)

Application for the post: _____

Advertisement No. _____ DD No. _____ Date: _____

1. Name of the Applicant : _____

2. Father's/Husband's Name : _____

3. Mother's Name : _____

4. Date of Birth : _____

5. Place of Birth : _____

6. Nationality : _____

7. Male/Female : _____

8. Marital Status : Married/Unmarried _____

9. Address:

a) Address for communication: _____

b) Permanent address : _____

10. Contact numbers : Telephone: _____

: Mobile: _____

: E-mail: _____

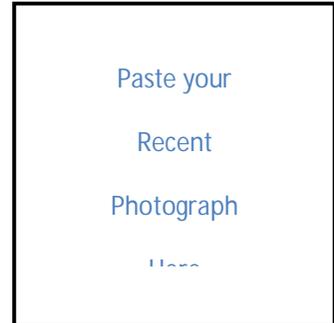
11. Whether belonging to SC/ST: _____

OBC/Physically Handicapped/Ex-Serviceman (Specify and enclose valid certificate)

12. Have you ever been convicted by a court of law or is there any criminal case/disciplinary action/vigilance enquiry pending against you? If so, specify:

13. Are you a Govt. Servant at present? If so, state whether your appointment is temporary or permanent: _____.

14. Are you HimTU permanent employee? If so, clearly mention your designation and department: _____.



15. Education/Professional/Technical Qualifications: Attach attested copies of certificates/marks sheets, etc. (Enclose a separate sheet, duly authenticated by your signature, if space is insufficient):

Full Name of Examinations passed	Board/Institute/ University	Duration of Degree/Dip./ Training	Year of passing	Division with % of marks	Subject studied/ Specialization

16. Details of employment starting with the most recent (Enclose a separate sheet, duly authenticated by your signature, if space is insufficient): if applicable

Full Name of the Org./ Deptt./ Institute	Designation	Temporary/ Permanent	Contract Period of employment		Nature of duties performed	Pay Band/Pay Scale/ Grade Pay	Gross Monthly Emoluments
			From	To			

17. Any other relevant information : _____

18. Declaration:

I,Son/daughter hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute; my services will be terminated forthwith.

Signature of the Applicant

Place:

Date:

FORWARDING (for those who are in Govt. service)

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer).

Forwarded to the Himachal Pradesh Technical University, Hamirpur

The applicant Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ has been working in the organization namely _____ in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____.

Further, it is certified that no disciplinary/vigilance case is contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Technical University of Himachal Pradesh.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

List of Enclosures (Check List of Documents Enclosed)

Sl. No	Documents	
1	Matric/ Secondary/High School (10th Class) Marks Sheet	
2	Matric/Secondary/High School (10th Class) Certificate	
3	Sr. Secondary/Intermediate (12th Class) Marks Sheet	
4	Sr. Secondary/Intermediate (12th Class) High School Certificate	
5	Bachelor's Degree Marks Sheet	
6	Bachelors' Degree	
7	Master's Degree Marks Sheet	
8	Master's Degree	
9	Experience Certificate(s) from previous employers:	
10	Endorsement from the present employer	
11	DD for the application fees (in original)	
12	Others, if any:	