

**List Of Documents To Be Submitted By Shortlisted Candidates For Document  
Verification and Personal Interview**

**Qualification and Age:**

- i. SSC – Marksheet & Passing Certificate.
- ii. HSC – Marksheet & Passing Certificate.
- iii. Diploma Semester-wise Marksheet & Passing Certificate.
- iv. Graduation Semester-wise Marksheet & Passing Certificate.
- v. Post –Graduation Semester-wise Marksheet & Passing Certificate, if applicable.
- vi. Birth Certificate/SSC Passing Certificate as Proof of Age.
- vii. In case of CGPA/ OGPA grades, conversion into percentage statement issued by University / Institute should be produced.
- viii. Specialisation letter from college/university. (If not mentioned on the mark sheet/Degree/ Diploma Certificate, letter from college/University)
- ix. Certificate of One-year Advanced Diploma in Industrial Safety course from UGC/AICTE/ State Board of Technical Education recognised institutions. (in case of Management Trainee (Safety)).

**Experience certificates if any as follows:**

- x. Appointment Letter /Offer Letter
- xi. Document showing Date of Joining
- xii. Release Letter (previous organisation)
- xiii. Service Certificate (previous organisation)
- xiv. Latest Salary Slip, Form 16 (If applicable) etc.
- xv. Candidates belonging to SC/ST/OBC/EWS/Ex-servicemen category will have to produce concerned certificates in prescribed format as available on RCF website
- xvi. The candidates presently in the employment of Central Govt / State Govt. / Semi Govt. / PSU organization should bring No Objection Certificate (NOC) from their employer for attending interview.

Note: Based on the results of the online test, documents will be invited only from candidates shortlisted for the interview, in the ratio of 1:7.