

List of Documents to Be Submitted By Shortlisted Candidates for Interview

Qualification and Age:

- i. SSC – Marksheets & Passing Certificate.
- ii. HSC – Marksheets & Passing Certificate.
- iii. Graduation Semester-wise marksheets
- iv. Post –Graduation Semester-wise marksheets, if applicable.
- v. Birth Certificate/SSC Passing Certificate as Proof of Age.
- vi. In case of CGPA/ OGPA grades, conversion into percentage statement issued by University / Institute should be produced.
- vii. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college /University Specifying the specialization will be required.

Experience certificates as follows:

- viii. Appointment Letter /Offer Letter
- ix. Document showing Date of Joining
- x. Release Letter (previous organisation)
- xi. Service Certificate (previous organisation)
- xii. Latest Salary Slip/Form 16 (If applicable) etc.
- xiii. Candidates belonging to SC/ST/OBC/EWS/PwBD/Ex-servicemen category will have to produce concerned certificates in prescribed format as available on RCF website (If Applicable)
- xiv. 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.
- xv. Annexure – IV - Undertaking For Experience