

List of Documents to be uploaded by the Candidates

Qualification and Age:

- i. SSC – Marksheet & Passing Certificate.
- ii. HSC – Marksheet & Passing Certificate.
- iii. Diploma Semester-wise Marksheet & Passing Certificate (if applicable).
- iv. Graduation Semester-wise Marksheet & Passing Certificate.
- v. Post –Graduation Semester-wise Marksheet & Passing Certificate, if applicable.
- vi. Diploma Certificate of 01 year Government Recognized Diploma in Executive Assistant/Executive Personal Assistant / Office Management and Secretarial Practice/Modern Office Management/Stenography course or equivalent.
- vii. In case of CGPA/ OGPA grades, conversion into percentage statement issued by University / Institute should be produced.
- viii. If the Specialization is not mentioned in the Marksheet / Degree / Diploma certificate, letter from college/university specifying the specialization will be required.

Category status:

- ix. Candidates belonging to SC/OBC(NCL)/EWS/PwBD/Ex-servicemen category will have to produce concerned certificates in prescribed format as available on RCF website (if applicable).
- x. In case of Persons with Disabilities, UDID/Disability Certificate issued by the Authorized Officer of Govt. of India.
- xi. Caste Validity, if applicable

Experience certificates:

- i. Appointment Letter /Offer Letter
- ii. Document showing Date of Joining
- iii. Release Letter (previous organisation)
- iv. Experience Certificate (previous, current organization, as applicable)
- v. Latest Salary Slip/ Form 16 (If applicable) etc.
- vi. 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 skill test.
- vii. Annexure IV – Undertaking by Candidate for experience