

CHECK LIST

All documents must be presented in original along with self attested copy of the same.

S. No.	Document to be presented at time of Joining
1.	Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB)
2.	3 Years degree in LAW or 5 years degree in LAW OR Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation
3.	Provisional / Final Degree Certificate for Graduation
4.	PG-Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
5.	Provisional / Final Certificate for other qualification (if any)
6.	Relieving Certificate from previous employer, if applicable NOC from existing employer if employed with public Sector bank/ Govt. Organisation.
7.	Caste / Category Certificate (only for SC/ST/OBC/EWS/PWD/XSM/ Disabled XSM/Dependents of XSM/ J&K/1984 riots/ Widows/Divorced Women and women legally separated from their husbands who have not remarried/ Regular Employees of the Union Carbide Factory Bhopal retrenched from service (applicable only to Madhya Pradesh state) category candidates.(as per Annexures) SC/ST/EWS/OBC/DISABILITY CERTIFICATE In case of OBC Candidates OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Valid EWS certificate issued on or after 01.02.2019.
8.	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazzetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence. NAME CHANGE, PRODUCE ORIGINAL GAZETTE NOTIFICATION/ MARRIAGE CERTIFICATE
9	Relevant experience certificates as per advertisement
10	Ration Card and Learner DL will not be accepted as valid ID proof