

List Of Documents To Be Submitted By Shortlisted Candidates For Interview

Qualification and Age:

- i. SSC – Marksheet & Passing Certificate.
- ii. HSC – Marksheet & Passing Certificate.
- iii. Graduation Semester-wise marksheet
- iv. Post –Graduation/CA/CMA Semester-wise marksheet, 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. Boiler Operation Engineer's Certificate (BOE) / Boiler Proficiency Certificate issued by Statutory Authority, if applicable. (in case of Management Trainee (Boiler))
- viii. Certificate of One-year Advanced Diploma in Industrial Safety course from UGC/AICTE recognised institutions, if applicable. (in case of Management Trainee (Safety)).
- ix. MSCIT/MS Office Certificate, (in case of Officer (Secretarial) E1/E2 Grade)

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/PwBD/Ex-servicemen category will have to produce concerned certificates in prescribed format as available on RCF website
- xvi. In case of Persons with Disabilities, UDID/Disability Certificate issued by the Authorized Officer of Govt. of India.
- xvii. 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.