

Check List – Post of Senior Administrative Assistant (Advt. no. I-48/02/Rectt./2023-24; Exam conducted 15.07.2024)

Part A Applicant details – To be filled by Applicant in CLEAR HANDWRITING, ONLY AS PER (APPLICATION FORM) – (Strike out what is not applicable and Circle what is applicable)

Name of Applicant (as per application) (IN CAPITALS)	Gender	
	Date of birth (dd/mm/yy) (as per 10 th class certificate)	
Address (for communication- as per application)	Roll No.	
	Category applied UR/ OBC/ SC/ ST/ EWS	
	Sub Category applied – DFF/ Ed. SM/ Divyang/ None	
Phone no.)as per application)	Post applied- Senior Administrative Assistant	
Email)as per application):		
<i>Declaration by applicant – I hereby solemnly declare that Information and Document submitted by me before Document Verification committee are true and nothing has been concealed. Further I hereby acknowledge that if I submit or produce any false document and it is discovered subsequently then my appointment may be cancelled without any intimation, and I shall be liable under the applicable law for the time being in farce.</i>	Signature of Candidate (as per the application form)-	Photograph of Candidate to be pasted here (recent; 45x35mm; good quality)

DFF – Dependent of Freedom Fighter; Ex. SM; Divyang.

PART B. BIOMETRIC VERIFICATION- (To be filled by TCS official)

Biometric verified (Yes/No)	Signature of Official

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PART-C TO BE FILLED BY DOCUMENT VERIFICATION COMMITTEE as per Documents submitted by candidate and status of verification from Originals as well as concerned website, as per **Advt. no. I-48/02/Rectt./2023-24; Exam conducted 15.07.2024)**

Sl. No.	Particulars	Category	Status of copy of certificate in file (Yes/No/NA)	Verified from Original/Website (Yes/No)
1	Biometric (Done or Not done)	For all		
2	10 th class Marks sheet/ Certificate for D.O.B.	For all		
3	12 th class Mark Sheet/ Certificate	For all		
4	Essential Qualif. & Exp. (cut of date 01.01.2024)	For all		

4(a)	Essential Qualification and experience :- (i) Graduate with knowledge of noting & drafting and knowledge of computer. (ii) A typing speed of 30 w.p.m. in English OR 25 w.p.m. in Hindi (iii) Experience-Minimum One year experience in Government/ Public Service Undertaking/ Autonomous government organization/ Including Contractual/ Outsourced workers working in Government Organization. (iv) After appointment Candidates will be compulsorily required to learn bilingual typing in both Hindi and English with speed of 25/30 wpm in Hindi and English, respectively. This will be the responsibility of the Candidate to be accomplished within the probation period of 2 years and would be tested by the concerned Establishment by a skill test. If the candidate fails to clear the test during the probation period his/her services will be terminated.		For all		
5	SC/ ST/ OBC/EWS Certificate on prescribed format of UP Govt.	SC/ ST/ OBC/EWS of UP State only			
6	Sub-Category Certificate (DFF/Ex.SM/Divyang)	DFF/Ex.SM/Divyang UP State only			
7	Domicile of UP/Aadhaar Certificate	All Categories	(To be deposited in File) (Yes/No)		
8	Character certificate -1 (Issued by Gazetted officer of Head/ Principle of Institute.	All Categories	(To be deposited in File) (Yes/No)		
9	Character certificate -1 (Issued by Gazetted officer of Head/ Principle of Institute.	All Categories	(To be deposited in File) (Yes/No)		
10	Declaration-1 (Rs 100 non-judicial stamp paper)	All Categories	(To be deposited in File) (Yes/No)		
11	Declaration-2 (Rs 100 non-judicial stamp paper)	All Categories	(To be deposited in File) (Yes/No)		

DFF- Dependent of Freedom Fighter: Ex.SM- Ex Service Man: Divyang- Physically handicapped.

Document produced by candidate have been VERIFIED (YES/NO)	Signatures of Members of DV Committee (at least 2 members & Chairperson should sign each Check List)	1. (Name)	1. (Signature)
		2. (Name)	2. (Signature)
IF NOT VERIFIED-Record reasons	1. - 2. - 3. -		
Chairperson (DV Committee)	(Name)	(Signature)	