

## **Checklist for Approval of Appointment of Non-Teaching post on Regular/Contract Basis**

1. NOC granted by DHE for the Non-Teaching post
2. Copies of the advertisement for the said Non-Teaching post
  - Advertisements in at least two languages as per the notified circular
  - Particulars of Minimum qualifications, Additional qualifications, Unreserved/Reserved Posts, and Scale of Pay shall be included in the advertisement
3. Synopsis prepared for the purpose of the Selection procedure for the said Non-Teaching post
4. Attendance Sheet of Candidates who appeared for the Selection Process for the said Non-Teaching post
5. Minutes/Report of the Selection Committee
6. Merit list of Candidates who appeared for the Written Test
7. Skill Test/Speed Test conducted for the said post
8. Copies of the Educational qualification of the Selected candidate
9. Copy of the Birth Certificate of the Selected candidate
10. Copy of the Valid 15 years Residence Certificate of the Selected candidate
11. Copy of the Valid Certificate supporting Reservation claimed by the Selected candidate (for Reserved posts only)
12. Copy of the Medical Fitness Certificate of the candidate (**Only in cases of Regular post**)
13. Joining Report/Letter of the candidate
14. Decline/Rejection letter of the candidate in case the next candidate on the merit list or waiting list is considered
15. Marriage Certificate in case of change in name
16. Divergence Certificate (**Only in case of an anomaly in names in different documents**)

**Note: All the documents should be certified by the Principal of the institution**