



## **SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES, PUNE**

### **Group Evaluation & Personal Interview (2018)**

#### **DOCUMENTS CHECK LIST**

Candidates to bring one set of following documents with its original as per the sequence mentioned below for verification and submission at the time of GE-PIWAT Process 2018.

**\*Important Note:**

- All photocopies have to be **self-attested** and placed according to the **sequence** given below.
- A **one page bio data as per SIMS format** (any special achievements, hobbies, special award, extra-curricular activities) – **2 copies** only to be carried directly for PI (Personal Interview)

**SET 1: ORIGINAL DOCUMENTS- Sequence**

1. SNAP Admit Card / Score Card
2. GE-PIWAT Call Letter (sent by SIMS)
3. ID Proof (Driving License / PAN Card / Passport / Adhaar Card / College ID)
4. Address Proof (Driving License / Adhaar Card / Electricity Bill / Bank Pass Book)
5. 10th & 12th Marksheet
6. Graduation Marksheets (Year-wise / Semester-wise)
7. Post-Graduation Marksheets (Year-wise / Semester-wise)
8. Degree Completion Certificate (if completed)
9. Appendix A/B (Defence Category)
10. Original PPO / Discharge Book / Disability Certificate / Dependent Card / Death Certificate
11. Work Experience Letter / Appointment Letter / Joining Letter
12. Last Pay slip from the company

**SET 2: ATTESTED DOCUMENTS- Photocopy (Sequence)**

**SET 2.A- IDENTITY PROOF (for all categories)**

1. SNAP Test Admit Card (Authenticated at Entrance Test Centre).
2. Confirmation of GE-PIWAT admit card sent through e mail by SIMS
3. Photo Identity Proof
4. Address or Residence Proof

**SET 2.B- ACADEMIC VERIFICATION & WORK EXPERIENCE (all categories)**

5. X Standard Mark Sheet both sides.
6. XII Standard Mark sheet both sides.
7. Graduation Mark Sheets both sides: final as well as each semester (all) including backlogs if any in ascending order.
8. Post-Graduation Mark sheets if held: both sides and all semesters.
9. Work experience certificate if any from working organization or first appointment letter & last salary slip.

**SET 2.C- for Defence Open and Special Category Only candidates)**

10. **Open Defence Category -Appendix A (original)** duly signed and its one photocopy supported by following documents:

**For Ex-servicemen:**

- One photo copy of Discharge book or Family details certificate issued by Services Headquarters or extract of part II order of unit or Record office
- Copy of Pension Payment order (PPO)

**For Dependent:**

- For dependent of Serving Personnel Photostat copy of extract of Part II Order or Dependent letter from CO Unit or Dependent Card.

11. **Defence Special Category- Appendix B (original)** duly signed and its one photo copy with following supporting documents:

**For ex-serviceman** one copy of Discharge Book or Release order or a certificate issued by Services headquarters where in all details (cause of disability, nature of disability, percentage) are mentioned.

12.A) In case of **Disabled in Service**, one photo copy of disability certificate with cause of disability, nature of disability, percentage, issued by competent authority of Army/Navy/Air Force medical /Services HQs/Records.

B) In case of ex-serviceman, one photocopy of disability pension payment order (Disability PPO) wherein disability percentages are mentioned. Or any such letter issued by CDAs/Pay Account Authorities of Services.

13. A) In case of **Died in Service**, one photocopy of letter / certificate issued by services headquarters/Records for type or nature of death casualty, cause of death, date of death and place.

B) Photo copy of death certificate issued by Services/ medical authority.

C) Photo copy of Pension Payment Order (PPO) of next of kin (NOK) mentioning type of grant of pension (i.e. Liberalized or Special or Ordinary family pension).