

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)

DOCUMENT CHECKLIST

Candidates are to provide the following documents for verification and original documents of the same should be kept with candidate for perusal during the GEPI process.

Please note: All original documents will be physically verified in June month once the MBA programme commences. Admission will be confirmed only after all required original documents have been verified. Until then, the admission status will be provisional.

Document List: -

1. SNAP Test Admit Card (Authenticated at Entrance Test Centre Original)
2. SIMS GEPI Admit card (Admit card will be available on the SIMS website two days after GEPI slot bookings close)
3. SNAP Score card
4. Aadhaar Card
5. ID Proof (Driving License / PAN Card / Passport)
6. 10th class Mark sheet (If any information is printed on the reverse side, it must also be provided)
7. 12th class/ Diploma Mark sheet (If any information is printed on the reverse side, it must also be provided)
8. Graduation Mark Sheets (If any information is printed on the reverse side, it must also be provided)
9. Degree Completion Certificate (If completed)
10. Work experience certificate of the company (If applicable)
 - If working currently: Appointment Letter or Joining Letter and Last month pay slip
 - If left the organisation: Relieving letter or Work Experience letter

Additional Documents for Open Defence & Defence Special Category Only: -

1. Open Defence Category: –

Appendix 'A' (original) duly signed and Photocopy with following supporting documents to be provided

Dependent of Ex-Servicemen/Retired: –

- Discharge Book (All pages)
- Pension Payment order (PPO)

Dependent of Serving: –

- Serving and Relationship certificate from Unit Concerned/ Unit Part II order/ Records office copy indicating family details

2. Defence Special Category: –

Appendix 'B' (original) duly signed and Photocopy with following supporting documents to be provided

(A) In Case Disabled in Service with more than 50% Disability (Both Serving & retired)

(i) For serving personnel's (Disability attributable & aggravated cases only)

Photo copy of disability certificate with cause of disability, nature of disability, percentage of disability issued by competent authority of Army/Navy/Air Force medical /Services HQs/Records.

(ii) In case of Ex-serviceman (Disability attributable & aggravated cases only)

Photo copy of Discharge Book, Release order and certificate issued by Services headquarters where in all details (cause of disability, nature of disability, percentage) is mentioned, photocopy of disability pension payment order (Disability PPO) wherein a disability percentage is mentioned or such letter issued by CDAs/Pay Account Authorities of Services/ Services HQs/Records.

(B) In case died in service, death being attributable to service or aggravated cases only & killed in action (counter insurgency, or war like operation)

(i) Photocopy of letter/certificate issued by services headquarters/Records mentioning type or nature of death casualty, cause of death, date of death and place.

(ii) Photocopy of death certificate issued by Services/ medical authority.

(iii) Photocopy 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).

Caution:

Candidates should take due care to enter the correct details while filling up the forms. At any point of time during the entrance process or even after securing admission, if details are found incorrect then the candidate will be disqualified and admission will be cancelled.