



SIMS

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES, PUNE

DOCUMENTS CHECK LIST

Candidates to upload following documents as per the sequence mentioned below on the portal provided for verification and Original documents of the same should be kept with candidate at time of GEPI.

***Important Note:**

- Original scanned documents to be uploaded on the portal.
- Both sides of the document are to be scanned, if material is printed on it
- All scanned documents should be have a good picture quality which is legible
- All documents uploaded to follow the nomenclature – **SNAP ID_DOCUMENT NAME_BACK/FRONT, e.g, 1234567_XIIMarksheet_front**
- All documents should be uploaded at least 2 days before the GE-PIWAT process commences.

DOCUMENT – (Sequence)

- 1) SNAP Admit Card (Authenticated at Entrance Test Centre)
- 2) GE-PIWAT Admit card
- 3) ID Proof (Aadhaar Card / Driving License / PAN Card / Passport)
- 4) Address Proof (Aadhaar Card / Driving License / Electricity Bill / Bank Pass Book)
- 5) 10th & 12th Marksheet
- 6) Graduation Mark sheets (All Year-wise / Semester-wise)
- 7) Post-Graduation Mark sheets (Year-wise / Semester-wise)
- 8) Degree Completion Certificate (if completed)
- 9) Appendix A/ B (Defence Category) available on SIMS website
- 10) Original PPO/ Discharge Book/ Disability Certificate/ Dependent Card/ Death Certificate/ Unit Part II order/ Records office copy indicating family details.
- 11) Work Experience Letter / Appointment Letter / Joining Letter
- 12) Last Pay slip from the company

For Open Defence and Defence Special Category
Supporting documents

1. **Open Defence Category –**

Appendix A duly signed and its one photocopy supported by following documents to be uploaded:

Dependent of Serving:

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

Dependent of Ex-servicemen:

- 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).

2. **Defence Special Category –**

Appendix B duly signed and its one photo copy with following supporting documents to be uploaded:

(A) In case of Disabled in Service with more than 50% Disability Both serving & Retired

- i) For serving personnel's (Disability attributable & aggravated cases only)
One 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)
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) is mentioned, one 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 of Died in Service Death attributable & aggravated cases only & killed in action (counter Insurgency, or war like Operation)

- i) Copy of letter/certificate issued by services headquarters/Records mentioning type or nature of death casualty, cause of death, date of death and place.
- ii) Copy of death certificate issued by Services/ medical authority.
- ii) 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).