



# SIMS

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

### **Group Exercise - Personal Interaction and Writing ability test**

#### **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.

#### **\*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 (Authenticated at Entrance Test Centre Original & Self attested photocopy)
- 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) 10<sup>th</sup> & 12<sup>th</sup> 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

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

**Please mention the GE-PIWAT ID on the top right corner of each photocopy**

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

1. SNAP Test Admit Card (Authenticated at Entrance Test Centre Original & Self attested photocopy)
2. GE-PIWAT admit card
3. Photo Identity Proof (Aadhaar Card / Driving License / PAN Card / Passport)
4. Address or Residence Proof

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## **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 Open Defence and Defence Special Category Only**

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

### **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:**

- 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).

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

### **(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 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)  
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) One 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) Photostat copy of death certificate issued by Services/ medical authority.
- iii) Photostat 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).