



SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)

Group Evaluation & Personal Interview (2017)

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 2017.

***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).