Guidelines and Sequence for Uploading of Documents (Advt. No. NML/01/2025)

While applying, the candidates **should upload all documents in the prescribed sequence only**.

Applications with **incomplete/insufficient documents are liable to be rejected/not considered** for further process.

1. **Photo & Signature**

    a) Latest passport size photograph (preferably with a white background), in jpg/jpeg format of size 20KB - 100KB, taken within the last 6 months from the application cut-off date.

    b) Image of scanned signature in jpg/jpeg format and size should be between 10KB - 100KB.

2. **Personal Documents (to be uploaded in PDF format strictly in the order as tabulated)**

Document	Notes/specifications	PDF format of Size
Matriculation / Xth passing certificate along with the Marksheet	Clearly specifying Name, father's name and DOB.	≤2MB
Aadhar Card	Clearly specifying Name, father's name and DOB.	≤2MB
PAN Card	Clearly specifying name, father's name and DOB.	≤2MB
• *DOB should match across all three documents.* • *An affidavit is required to be uploaded in case of discrepancies in Name & Father's Name across all documents.*		
PwBD (if applicable)	Disability certificates should be as per the latest prescribed Central Govt. format generated online through the Swavalamban/UDID portal (clearly indicating the type & percentage of disability) in line with the identified disability for the posts as mentioned in the advertisement.	≤2MB
SC/ST (if applicable)	Only the Caste Certificate is acceptable. Caste should be as per the central list. Nativity/Birth certificate will not be considered in lieu of a Caste certificate. ***The sample format available on our portal may be used as a*** reference.	≤2MB
OBC-NCL (if applicable)	OBC-NCL certificate should be in the central format that is issued and valid for the current financial year (i.e. FY 2025-26) ***The sample format available on our portal may be used as a*** reference.	≤2MB
EWS (if applicable)	EWS candidates need to submit current year Income & Asset certificate in the prescribed format which should be valid for FY 2025-26 based on the income of FY 2024-25 ***The sample format available on our portal may be used as a*** reference.	≤2MB
Ex-Servicemen (if applicable)	Ex-Serviceman Discharge Certificate, Undertaking and Proforma of Certificate for Employed Officials in case of Ex-Servicemen in the prescribed format	≤2MB
• ***Applicable certificate should be duly signed by authorized personnel*** *(District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate Revenue officer not below the rank of Tahsildar, and Sub-Divisional Officer of the area where the Candidate and or his family resides)* • ***Caste/Community name and spelling as mentioned in the certificate should exactly match the notified central list of your respective categories (SC/ST/OBC).***		

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3. **Education Documents (to be uploaded strictly in the order as specified below) – In PDF format with a maximum size of 2MB for each qualification**

   a) Final/Provisional certificates of the eligible Qualifying Degree(s)/Diploma/Professional Certifications clearly stating the specialisation.

   b) Consolidated Marksheet/Transcript/all semester marksheets clearly stating the overall/aggregate degree marks (%).

   c) Marks conversion formula from the University/Institute for conversion of marks in CPGA/CGPI/DGPA/CGI/CPI, etc., into percentage (%), if applicable.

   d) In case the marks conversion formula is applicable and not available with the candidate, a certificate from the respective University/Institute stating the % of marks obtained by the candidate along with specialisation.

   e) Surveyor's Certificate of Competency, issued by DGMS under the Coal Mines Regulations (if applicable)

4. **Experience Documents (to be uploaded strictly in chronological order) – In a single PDF format with a maximum size of 2MB**

   Experience Certificates should indicate start date, end date, designation, pay scale/emoluments and area of experience.

   All experience related documents of one organisation/company need to be placed together in a chronological order, **starting from the first to the last/current company, along with 02 pay slips per year for each organisation/company.**