

THE ORIENTAL I COMPANY LTD.
(A Government of India Undertaking)
Corporate Office: Plate 'A' Office Block-IV, NBCC Office Complex
Kidwai Nagar East, New Delhi - 110023

ASSISTANT RECRUITMENT EXERCISE 2025

DOCUMENTS CHECKLIST

Please arrange your documents (Original with self-attested) in the given order for verification and put tick mark against same

NAME OF CANDIDATE		ROLL NO.
1	Call Letter for Regional Language Test	
2	Print of Application Form	
3	Data Sheet along with Candidate's Declaration	
Date of Birth & Identity		
4	Photo Identity Proof	
5	Date of Birth Proof	
Education		
6	SSC Mark-sheet	
7	SSC Certificate	
8	HSC Mark-sheet	
9	HSC Certificate	
10	Graduation Mark-sheets (semester / year-wise)	
11	Provisional / Final Degree Certificate	
12	Post-Graduation Mark-sheets (semester / year-wise)	
13	Post-Graduation Provisional / Final Degree Certificate	
14	Any other Qualification Mark-sheets and Certificates	
15	Certificate from Board / University for having declared the eligibility qualification on or before 31.07.2025	
Reservation		
16	Caste Certificate – SC / ST / OBC (as applicable)	
17	OBC Non-Creamy Layer Certificate issued after 31.03.2025 (as applicable)	
18	EWS (Income & Asset) Certificate issued after 31.03.2025 (as applicable)	
19	Caste Validity Certificate (wherever applicable)	
20	Form of Declaration by OBC candidates	
PwBD		
21	Disability Certificate issued by Authorities as per 'RPwD Act, 2016' mentioning type & % of disability	
22	Unique Disability Identity (UDID) Card	
Ex-serviceman / Disabled Ex-servicemen		
23	Service Book, Release Order, Discharge Certificate, Pension Payment Order	
24	Proforma – A / B / C / D	
Employment		
25	No Objection Certificate from employer (in original) – From candidates serving in Government / Quasi Govt. Offices / Public Sector Undertaking (Nationalised Banks / Insurance Companies / Financial Institutes)	
26	Experience Certificate, if any	

DATE :

(SIGNATURE OF CANDIDATE)