

# **DOCUMENT VERIFICATION PROFORMA**

(To be filled by candidate)

**APPLICATION No.** : .....

**NAME OF THE CANDIDATE** : .....

**PROGRAM / COURSE** : .....

**FATHER'S / GAURDIAN'S NAME** : .....

Docu ment		Check by Verification Team (tick $\checkmark$ or X )	
		Original*	Photocopy*
1	10 <sup>th</sup> Mark sheet & Certificate ( <b>Verified</b> )		
2	10+2 Mark sheet & Certificate ( <b>Verified</b> )		
3	UG Mark sheet ( <b>Verified</b> )		
4	UG Degree ( <b>Verified</b> )		
5	Mark sheet/ Score card of qualifying examination e.g. JEE/ AIR/ CAT/ MAT/ XAT		
6	Affidavit for Gap Period		
7	Character Certificate ( <b>Original</b> )		
8	Transfer Certificate ( <b>Original</b> )		
9	Migration Certificate ( <b>Original</b> )		
10	Medical Certificate ( <b>Original</b> )		
11	Anti-Ragging Undertaking		
12	Aadhar Card ( <b>Photocopy</b> )		
13	Latest, Passport Size Photograph (5 Nos.)		
14	Cast Certificate ( <b>if not belongs to gen. cate.</b> )		
15	Income Certificate ( <b>Photocopy</b> )		
16	Domicile Certificate ( <b>Photocopy</b> )		

\* If not submitted at the time of counselling.

**Date:** .....

**Signature of the Candidate**

## **(TO BE FILLED / CHECKED BY THE VERIFYING OFFICER)**

### **A. Documents Verification:**

#### **1. Important Checked carried out (Tick)**

- a) Identity of Candidate
- b) Original documents as above checked and returned after verification. OR
- c) Original documents not shown. Undertaking form received for documents which have not been produced.
- d) Original character certificate/ transfer certificate / migration certificate / medical certificate / anti-ragging undertaking attached.
- e) Any other (please specify)

**Name of Verifying Officer** : .....

**Signature** : .....