CANDIDATE DOCUMENT UPLOAD CHECKLIST

Teaching Posts – Online Application

Instructions to Candidates: Carefully verify every item below and select either YES or NO in the checkbox provided at the extreme right of each statement. The checklist must be completed before final submission of the online application.

PART A — SCANNING AND UPLOADING REQUIREMENTS

1. I have ensured that the scanned copies of the documents uploaded by me have been prepared using a proper scanner and not by using a mobile phone camera or any other app, as required in the advertisement.	☐ **Yes**	☐ **No**	☐ **N.A.**
2. I have ensured that the scanned documents are clear and legible and comply with the file format, size and other scanning/uploading requirements prescribed in the AEES online application portal.	☐ **Yes**	☐ **No**	☐ **N.A.**
3. I understand that an application may be rejected if the photograph/document is unclear, improperly scanned, not in the prescribed format/size, or if any required document has not been uploaded.	☐ **Yes**	☐ **No**	☐ **N.A.**

PART B — COMMON DOCUMENTS / REQUIREMENTS

4. I have uploaded my recent colour photograph in the prescribed .jpg/.jpeg format and size and have ensured that it is clear and is not a miniature/side-facing photograph and does not show goggles or a cap.	☐ **Yes**	☐ **No**	☐ **N.A.**
5. I have uploaded proof of claim of reservation, as prescribed under the relevant provisions of the advertisement.	☐ **Yes**	☐ **No**	☐ **N.A.**
6. I have uploaded proof of Date of Birth — Class X Mark Sheet / Class X Admit Card / Class X Passing Certificate.	☐ **Yes**	☐ **No**	☐ **N.A.**
7. I have uploaded the Gazette Notification for change of name, wherever applicable.	☐ **Yes**	☐ **No**	☐ **N.A.**
8. I have uploaded proof of claim of PwBD, as prescribed under the relevant provision of the advertisement.	☐ **Yes**	☐ **No**	☐ **N.A.**
9. I have uploaded the HSC / Higher Secondary / Senior Secondary / Intermediate / +2 or equivalent Mark Sheet, wherever applicable to the post.	☐ **Yes**	☐ **No**	☐ **N.A.**
10. I have uploaded the Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ **Yes**	☐ **No**	☐ **N.A.**

PART C — POST-WISE ADDITIONAL CHECKLIST

1. PRINCIPAL

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Degree Certificate/Provisional Certificate of Graduation.	☐ Yes	☐ No	☐ N.A.
3. Semester-wise/Year-wise Mark Sheets of Post Graduation.	☐ Yes	☐ No	☐ N.A.
4. Transcript for Post Graduation issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
5. Degree Certificate/Provisional Certificate of Post Graduation.	☐ Yes	☐ No	☐ N.A.
6. Semester-wise/Year-wise Mark Sheets of B.Ed.	☐ Yes	☐ No	☐ N.A.
7. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.
8. Experience Certificate(s) as prescribed for the post of Principal.	☐ Yes	☐ No	☐ N.A.

2. VICE-PRINCIPAL

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Degree Certificate/Provisional Certificate of Graduation.	☐ Yes	☐ No	☐ N.A.
3. Semester-wise/Year-wise Mark Sheets of Post Graduation.	☐ Yes	☐ No	☐ N.A.
4. Transcript for Post Graduation issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
5. Degree Certificate/Provisional Certificate of Post Graduation.	☐ Yes	☐ No	☐ N.A.
6. Semester-wise/Year-wise Mark Sheets of B.Ed.	☐ Yes	☐ No	☐ N.A.
7. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.
8. Experience Certificate(s) as prescribed for the post of Vice-Principal.	☐ Yes	☐ No	☐ N.A.

3. PGT — OTHER THAN COMPUTER SCIENCE

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Degree Certificate/Provisional Certificate of Graduation.	☐ Yes	☐ No	☐ N.A.
3. Semester-wise/Year-wise Mark Sheets of Post Graduation.	☐ Yes	☐ No	☐ N.A.
4. Transcript for Post Graduation issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
5. Degree Certificate/Provisional Certificate of Post Graduation.	☐ Yes	☐ No	☐ N.A.
6. Semester-wise/Year-wise Mark Sheets of B.Ed.	☐ Yes	☐ No	☐ N.A.
7. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.

4. PGT — COMPUTER SCIENCE

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Semester-wise/Year-wise Mark Sheets of all years of Post Graduation.	☐ Yes	☐ No	☐ N.A.
3. Transcript for Post Graduation issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
4. Degree Certificate/Provisional Certificate of Graduation.	☐ Yes	☐ No	☐ N.A.
5. Degree Certificate/Provisional Certificate of Post Graduation.	☐ Yes	☐ No	☐ N.A.
6. Semester-wise/Year-wise Mark Sheets of B.Ed.	☐ Yes	☐ No	☐ N.A.
7. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.

5. TGTs — ALL POSTS

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Transcript for Graduation issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
3. Degree Certificate/Provisional Certificate of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
4. Semester-wise/Year-wise Mark Sheets of B.Ed. or equivalent, except for TGT (P&HE) (Male) and TGT (P&HE) (Female).	☐ Yes	☐ No	☐ N.A.
5. CTET Part-II Marks Statement, wherever applicable.	☐ Yes	☐ No	☐ N.A.
6. CTET Part-II Marks Statement is not applicable for TGT (Computer Science), TGT (P&HE) (Male), TGT (P&HE) (Female) and TGT (Art Education).	☐ Yes	☐ No	☐ N.A.
7. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.

6. LIBRARIAN

1. Semester-wise/Year-wise Mark Sheets of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
2. Transcript for Post Graduation/Graduation/Diploma, as applicable, issued by the University/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
3. Degree Certificate/Provisional Certificate of all years of Graduation.	☐ Yes	☐ No	☐ N.A.
4. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ Yes	☐ No	☐ N.A.

7. PRIMARY TEACHER

1. Mark Sheet of Higher Secondary/Senior Secondary/Intermediate/+2 or equivalent.	☐ Yes	☐ No	☐ N.A.
2. Transcript for Higher Secondary/Senior Secondary/Intermediate/+2 or equivalent issued by the Board/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ Yes	☐ No	☐ N.A.
3. Semester-wise/Year-wise Mark Sheets of all years of D.El.Ed./B.El.Ed. or equivalent.	☐ Yes	☐ No	☐ N.A.

4. CTET (Paper-I) Marks Statement.	☐ **Yes**	☐ **No**	☐ **N.A.**
5. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ **Yes**	☐ **No**	☐ **N.A.**

8. PRIMARY TEACHER (MUSIC)

1. Mark Sheet of HSC/+2/Intermediate.	☐ **Yes**	☐ **No**	☐ **N.A.**
2. Semester-wise/Year-wise Mark Sheets of all years of Graduation, if applicable.	☐ **Yes**	☐ **No**	☐ **N.A.**
3. Semester-wise/Year-wise Mark Sheets of all years of Diploma of minimum 2 years in Music, if applicable.	☐ **Yes**	☐ **No**	☐ **N.A.**
4. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ **Yes**	☐ **No**	☐ **N.A.**

9. BALVATIKA TEACHER

1. Mark Sheet of HSC/+2/Intermediate.	☐ **Yes**	☐ **No**	☐ **N.A.**
2. Transcript for Higher Secondary/Senior Secondary/Intermediate/+2 or equivalent issued by the Board/Institution for conversion of GPA/CGPA into percentage, where marks are not indicated in percentage in the Mark Sheet.	☐ **Yes**	☐ **No**	☐ **N.A.**
3. Semester-wise/Year-wise Mark Sheets of all years of Diploma in Nursery Teacher Education / Pre-School Education / Early Childhood Education Programme (D.E.C.Ed.) of duration of not less than two years, if applicable.	☐ **Yes**	☐ **No**	☐ **N.A.**
4. Semester-wise/Year-wise Mark Sheets of all years of B.Ed. (Nursery) from National Council for Teacher Education (NCTE) recognized institution, if applicable.	☐ **Yes**	☐ **No**	☐ **N.A.**
5. Certificate/Proof of any additional qualification already acquired or being pursued, as prescribed for the post.	☐ **Yes**	☐ **No**	☐ **N.A.**

FINAL CONFIRMATION BY CANDIDATE

1. I have carefully read the document upload requirements applicable to the post for which I am applying.	☐ **Yes**	☐ **No**	☐ **N.A.**
2. I have checked each item applicable to me and have uploaded all documents required for the post for which I am applying.	☐ **Yes**	☐ **No**	☐ **N.A.**
3. Where a document is mentioned as “if applicable” or “wherever applicable”, I have uploaded the same if it is applicable to me.	☐ **Yes**	☐ **No**	☐ **N.A.**
4. I have checked that all uploaded documents are clear, legible, properly scanned and in the prescribed format/size.	☐ **Yes**	☐ **No**	☐ **N.A.**
5. I understand that non-uploading of any required document or uploading of an unclear/improper document may result in rejection of my application, as per the advertisement.	☐ **Yes**	☐ **No**	☐ **N.A.**

MANDATORY FOR SUBMISSION: Ticking the applicable YES/NO checkbox against each checklist item is mandatory for submission of the application form. The application form will not be submitted unless all the required checkboxes are ticked.

NOTE TO THE CANDIDATE: Please ensure that all the documents mentioned in the checklist, as applicable to the post for which you are applying, are uploaded correctly in the online application form before final submission.