

The shortlisted candidates in respect of the post of **DCOF, SAO, AE(C/M) / AE(Elec.) & Junior Assistant** are directed to furnish the following **original certificates along with self attested copies** during the Certificate Verification Phase-II & III on 28.05.2018 to 30.05.2018 and 01.06.2018

- 1) SSLC Mark Sheet
- 2) HSC Mark Sheet / Diploma Certificate
- 3) Qualifying Degree Certificate (Convocation)
- 4) Consolidated Marks Statement of the qualifying degree.
- 5) Experience certificate (Applicable for DCOF & SAO post)
The candidates should have completed 5 years of experience as on the date of notification (i.e. 04.02.2017) after qualifying ICWA(Final) / C.A.(Final) to the post of Deputy Controller of Finance. and 2 years of experience as on the date of notification (i.e. 04.02.2017) after qualifying ICWA(Final) / C.A.(Final) to the post of SAO.
- 6) Diploma in Computer Application Certificate (Applicable for Junior Assistant post.)
- 7) Community certificate (Refer Employment notification in CMWSSB recruitment website)
- 8) Priority Certificate issued by the competent authority. (if applicable)
- 9) Certificate for Differently Aabled reservation issued by the competent authority (Refer in Employment notification in CMWSSB recruitment website, if applicable)
- 10) Ex-servicemen reservation certificate issued by the competent authority. (if applicable)
- 11) Destitute Widow reservation certificate issued by the competent authority. (if applicable)
- 12) Certificate for studied the qualified degree in Tamil Medium in the prescribed format (Refer Employment notification in the CMWSSB recruitment website in Para-21 –xxi if applied for PSTM reservation)
- 13) Evidence for having passed the second language test (Full test) in Tamil conducted by TNPSC should be produced if the candidate not qualified in the Tamil second language in SSLC/HSC/Degree.
- 14) NOC from the present employer in case of candidate who are working in Government organisation (Refer Employment notification in the CMWSSB recruitment website, Para-11). (if applicable)
- 15) Certificate of character and conduct issued by Group A or Group B officer on or after 1st day of the month in which the advertisement announcing the vacancies is published in the dailies.
- 16) Certificate of character and conduct issued by the Head of the institution in which he/she last studied or studying.
- 17) Evidence for name change if any (Gazette publication etc.) (if applicable)
- 18) Equivalence Certificate / G.O. for the qualification acquired. (if applicable)
- 19) Valid ID Proof (Voter ID/ Aadhar / Driving License)
- 20) Any other relevant certificates in support of the details furnished in the Online Application.

