



SIMS

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES, PUNE

Group Exercise - Personal Interaction and Writing ability test

DOCUMENTS CHECK LIST

Candidates to bring one set of following documents with its original as per the sequence mentioned below for verification and submission at the time of GE-PIWAT Process.

***Important Note:**

- All photocopies have to be **self-attested** and placed according to the **sequence** given below.
- A **one page bio data as per SIMS format** (any special achievements, hobbies, special award, extra-curricular activities) – **2 copies** only to be carried directly for PI (Personal Interview)

SET 1: ORIGINAL DOCUMENTS – (Sequence)

- 1) SNAP Admit Card (Authenticated at Entrance Test Centre Original & Self attested photocopy)
- 2) GE-PIWAT Admit card
- 3) ID Proof (Aadhaar Card / Driving License / PAN Card / Passport)
- 4) Address Proof (Aadhaar Card / Driving License / Electricity Bill / Bank Pass Book)
- 5) 10th & 12th Marksheet
- 6) Graduation Mark sheets (All Year-wise / Semester-wise)
- 7) Post-Graduation Mark sheets (Year-wise / Semester-wise)
- 8) Degree Completion Certificate (if completed)
- 9) Appendix A/ B (Defence Category) available on SIMS website
- 10) Original PPO/ Discharge Book/ Disability Certificate/ Dependent Card/ Death Certificate/ Unit Part II order/ Records office copy indicating family details.
- 11) Work Experience Letter / Appointment Letter / Joining Letter
- 12) Last Pay slip from the company

SET 2: SELF-ATTESTED DOCUMENTS - Photocopy (Sequence)

Please mention the GE-PIWAT ID on the top right corner of each photocopy

SET 2. A - IDENTITY PROOF (for all categories)

1. SNAP Test Admit Card (Authenticated at Entrance Test Centre Original & Self attested photocopy)
2. GE-PIWAT admit card
3. Photo Identity Proof (Aadhaar Card / Driving License / PAN Card / Passport)
4. Address or Residence Proof

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SET 2. B - ACADEMIC VERIFICATION & WORK EXPERIENCE (all categories)

5. X Standard Mark Sheet both sides.
6. XII Standard Mark Sheet both sides.
7. Graduation Mark Sheets both sides: final as well as each semester (all) including backlogs if any in ascending order.
8. Post-Graduation Mark sheets if held: both sides and all semesters.
9. Work experience certificate if any from working organization or first appointment letter & last salary slip.

SET 2. C- For Defence Open and Special Category Only candidates

10. **Open Defence Category - Appendix A (original)** duly signed and its one photocopy supported by following documents:

Dependent of Serving:

- For dependent of Serving Personnel Photostat copy of extract of Part II Order or Dependent letter from CO Unit or Dependent Card.

Dependent of Ex-servicemen:

- One photo copy of Discharge book or Family details certificate issued by Services Headquarters or extract of part II order of unit or Record office.
- Copy of Pension Payment order (PPO).

11. **Defence Special Category - Appendix B (original)** duly signed and its one photo copy with following supporting documents:

(A) In case of Disabled in Service with more than 50% Disability Both serving & Retired

- i) For serving personnel's (Disability attributable & aggravated cases only)
One photo copy of disability certificate with cause of disability, nature of disability, percentage of disability issued by competent authority of Army/Navy/Air Force medical /Services HQs/Records.
- ii) In case of Ex-serviceman (Disability attributable & aggravated cases only)
One copy of Discharge Book or Release order or a certificate issued by Services headquarters where in all details (cause of disability, nature of disability, percentage) is mentioned, one photocopy of disability pension payment order (Disability PPO) wherein a disability percentage is mentioned or such letter issued by CDAs/Pay Account Authorities of Services/ Services HQs/Records.

(B) In case of Died in Service Death attributable & aggravated cases only & killed in action (counter Insurgency, or war like Operation)

- i) One photocopy of letter/certificate issued by services headquarters/Records mentioning type or nature of death casualty, cause of death, date of death and place.
- ii) Photostat copy of death certificate issued by Services/ medical authority.
- iii) Photostat copy of Pension Payment Order (PPO) of next of kin (NOK) mentioning type of grant of pension (i.e. Liberalized or Special or Ordinary family pension).