

## MANDATORY SUPPORTING DOCUMENTS

To complete the application submission process, candidates are required to submit copies of supporting documents through the Application Centre.

Before uploading scanned copies of the mandatory supporting documents listed below, please ensure that they are complete in all respects, failing which your application will be considered as incomplete and rejected. **Please SELF ATTEST all academic mark-sheets and certificates using your FULL SIGNATURE.**

**For certain documents such as marksheets where multiple pages may need to be uploaded, you may scan multiple pages into a single pdf file and upload it. Alternatively, you may scan different pages as separate pdf files, then create a zip file of these pdf files and upload it as a single zip file.**

Documents to be uploaded

1. Application Form: This implies pages 1 & 2 of the downloaded pdf of the Application Form. Upload a single pdf file containing the two pages scanned together, or a zip file that has separate pdf files for each page. Ensure that all additional information required therein has been filled legibly by hand, and photograph and signature are present.
2. Photograph: Upload a soft copy of a professionally taken passport-sized photograph.
3. Employer Consent Form: Upload scanned copy of page 3 of the downloaded pdf of the Application Form. Ensure that all additional information required therein has been filled legibly by hand, and signatures and company stamp are present.
4. Mentor Consent Form: Upload scanned copy of page 4 of the downloaded pdf of the Application. Ensure that all additional information required therein has been filled legibly by hand, and signatures are present.
5. Degree Certificate(s): Upload scanned copy of BE/ B.Tech./ M.Sc./ MBA/ AMIE/ BITS Pilani B.S. or equivalent degree certificate that includes your name as it is spelt. Upload all certificates together as a multi-page pdf, or a zip file. Self attest all the scanned pages.
6. Proof of Date of Birth: Upload a photocopy of your 10th Pass/ Matriculation/ Secondary School Leaving Certificate/ Marksheet clearly stating your date of birth.
7. Marksheet(s): Upload academic marksheets for all years/ semesters of all your degree/ diploma examinations. Upload all marksheets together as a multi-page pdf, or a zip file. Self attest all the scanned pages.
8. Proof of Work Experience: For the current organisation, please upload a work experience certificate issued by the company HR. For previous organisations, you may upload work experience certificates if available, or else submit the Appointment Letter along with the Relieving Letter. Upload all work experience certificates as a multi-page pdf, or a zip file.
9. Company Brochure: Upload latest brochure giving detailed profile of the current employing organisation. In case the brochure is not available, upload copy of the company profile as given on the company website.
10. Career Objective: Upload scanned copy of a write-up on your career objectives in applying to this programme.
11. Mentor Resume & Degree Certificate: Upload copy of detailed resume of your proposed Mentor along with an attested photocopy of his/ her highest degree certificate. Upload a multi-page pdf, or a zip file.
12. Letter of Recommendation: If you are currently working for a University or an educational institution, upload a letter of recommendation from the head of the institution, such as Vice Chancellor or Registrar of the University. Only those candidate who work with educational institutions are required to submit this document.