

LIST OF PROVISIONALLY SCREENED IN CANDIDATES FOR PHASE - II FOR DOCUMENTS UPLOAD AGAINST THE POST OF SECRETARIAL EXECUTIVE (GRADE -II) ADVERTISEMENT REF: ITI/CRP/HR/2025/1486 DATED 30.08.2025	
Sl. No	Application Number
1	ITI/2025/ES/G2/APPL-17
2	ITI/2025/ES/G2/APPL-54

The above screened in candidates are advised to upload the self-attested copies of following documents **on or before 23:59 Hrs on 14.11.2025** by login to the portal (<https://www.itilttd.in/careers>).

In case the candidate fails to upload the documents on or before the above date, then his/her candidature will be rejected.

Self-Attested scanned copies (pdf format) of the following documents to be uploaded in the website:

- Matriculation / Secondary Board Level Certificate/Birth certificate (As proof of age)
 - All Mark sheets / Provisional / Final Degree certificates from Matriculation onwards.
 - All Year/ Semester-wise Mark sheets and degree certificates of the prescribed qualification.
 - ASSOCIATE MEMBERSHIP (ACS) issued from Institute of Company Secretaries of India (ICSI).
 - Work Experience Certificate in chronological order for present as well as previous employer indicating post held, period of service, pay scale / emoluments and area of experience. In case of PSU / Govt. Employees, indicate revised as well as pre-revised pay scales with period details. Do not include Un Paid Trainee / Teaching / Pre – Qualification Experience.
 - Pay Slip/ Salary certificate for the first and twenty forth month w.r.t position(s) held by the candidate as a proof of latest salary received by the candidate for a period of 2 year containing detailed particulars of Basic Pay, Scale of Pay, Perks etc. / Latest TDS Form 16.
- Originals should be produced for verification at the time of interview.
- All proof of experience should be duly certified by the Organization concerned.
 - Caste Certificate issued by the Competent Authority in respect of SC/ST category candidates.
 - Valid Latest OBC (Non-Creamy Layer) category certificate/ Form of certificate produced by Other Backward classes to apply for appointment to post under Govt. of India (NCL) in respect of OBC-NCL category candidates.

Handwritten signature and date: 11 Nov 2025



- (j) Valid Income and Asset certificate issued by the Competent Authority in the prescribed format as per Annexure – 1 of DoPT Circular No.36039/1/2019-Esst(Res) dated 31.01.2019 in respect of EWS Candidates.
- (k) Valid disability certificates issued by the Competent Authority in the prescribed format in respect of PwBD category candidates.
- (l) Copy of Service Certificate in respect of Ex-Defence Service personnel.
- (m) In case of candidates from Government / Quasi Government / PSU, 'No objection letter' from the present Employer has to be produced at the time of interview.

Handwritten signature and text:
11 Nov 2025

Date: 11.11.2025

