CHECK-OFF LIST

PART - I

(To be filled and attached by the candidate)

Ser	Sequence of documents to be enclosed	Enclosed (YES/NO)	Remarks
1	Check-off List (this page)		
2	Printout of *complete* "**Apprentice Profile**" form		
3	Photocopy of **SSC** marks list duly self-attested		
4	Photocopy of **ITI** marks list duly self-attested		
5	Photocopy of latest **Community/ Caste** Certificate (for SC/ ST/ OBC candidates) *(if applicable)*		
6	Photocopy of latest valid **PwD** Certificate *(if applicable)*		
7	Photocopy of 'Service and Release Certificate' issued by competent authority for ESM and their children. In case child birth is after release of ESM, family/ dependence certificate issued by Zilla Sainik Board *(if applicable)*		
8	Serving Certificate of parents issued by concerned Unit/ Office for children of Armed Force Personnel *(if applicable)*		
9	Self-attested copy of **Aadhar Card** of the candidate		
10	Self-addressed **empty envelope** with Rs.25/- postal stamp (for sending hall ticket to the candidate)		
11	Two copies of duly filled **Original Hall Tickets**		

PART – II

(To be filled by the office)

Regd. Scroll No: [＿＿＿＿＿]　　Trade Regd. No: [＿＿＿＿＿]

If eligible, proposed Hall Ticket No: [Hall Ticket No]

If rejected, indicate rejection code as given below:

Rejection Code No	Description
1	Trade **Not Advertised**
2	Print out of complete online apprenticeship profile **Not Found**
3	Hall Ticket **Not Found**
4	S.S.C. Less %
5	I.T.I Less %
6	Enclosures not found (SSC/ ITI/ Aadhar Card)

DEO Verification Remarks		Internal Team Verification Remarks		Board of Officer (BOO) Recommendations	
Eligible		Eligible		Eligible	
Not Eligible		Not Eligible		Not Eligible	
Rejection Code		Rejection Code		Rejection Code	
DEO Name: DEO Signature		Signature of member		Signature of Board of Officer	