

# Document Verification Procedure for Applicants

## **I. Instructions for tasks to be carried out before uploading documents:**

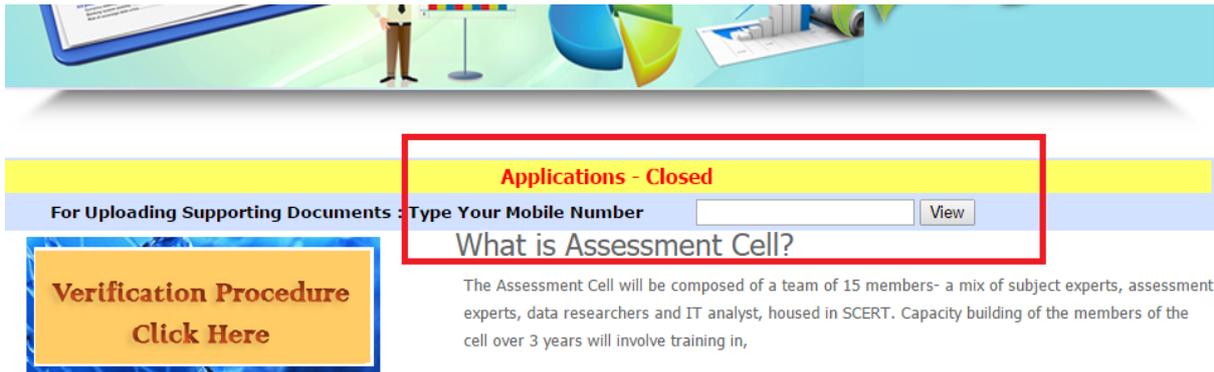
1. Before uploading the documents online, get a photocopy of the below documents and get them counter signed by the HM along with the stamp (for school assistants) and MEO (for Secondary Grade teachers).

List of documents to be kept:

- i. Print out of the submitted application form (two pages)
  - ii. Bachelor's Degree Certificate
  - iii. Master's Degree Certificate
  - iv. B.Ed Certificate
  - v. M.Ed Certificate
  - vi. M.Phil Certificate (if available)
  - vii. Ph.D Certificate (if available)
  - viii. Proof of years of teaching and Marks (attached below)
2. Scan the verified documents (PDF /JPEG format only) and keep them ready. Note, that the submitted application form has two pages and can be scanned separately.

## **II. Instructions for tasks to be carried out before uploading documents:**

1. Open <http://apassessmentcell.in/> website.
2. Input your mobile number in the "**Type your mobile number**" tab and click "View".



**Applications - Closed**

For Uploading Supporting Documents : Type Your Mobile Number  View

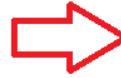
**Verification Procedure  
Click Here**

The Assessment Cell will be composed of a team of 15 members- a mix of subject experts, assessment experts, data researchers and IT analyst, housed in SCERT. Capacity building of the members of the cell over 3 years will involve training in,

3. Enter the OTP received to your mobile number and click "**submit OTP**".
4. The applicants will see all the applications submitted.
5. Click on "**upload your documents**" button to upload your documents.

Proforma to be signed by DDO

Document Verification Procedure



upload your documents

sno	treasury id	Name of the teacher	designation	school name	mandal	district	View
1	stateassessment - Subject Expert		Dummy	Dummy	Dummy	Dummy	<a href="#">View</a>

6. Upload the documents in the relevant links provided.

[Back](#)

Uploading the documents of 8333039950:: Sunny Roy Kolla:: Dummy

Sunny Roy Kolla of 8333039950 you have uploaded minimum required documents proofs if you have more proofs like Mphil, Phd please upload...

<b>Upload Application Page 1</b>	<a href="#">Choose File</a> No file chosen	<a href="#">Submit</a>	Uploaded	<a href="#">view the submitted document</a>
<b>Upload Application Page 2</b>	<a href="#">Choose File</a> No file chosen	<a href="#">Submit</a>	Uploaded	<a href="#">view the submitted document</a>
<b>Upload Application Degree Certificate</b>	<a href="#">Choose File</a> No file chosen	<a href="#">Submit</a>		

- Click on the **“Submit”** button for each document, to upload scanned documents of all the documents requested.
- You may/should recheck the document submitted, by clicking on the **“view the submitted document”** button.
- The above documents will be populated at DEO Login, to forward the same to SCERT to follow up on the next steps.

## Proof of Years of Teaching Experience

This is to certify that Sri. \_\_\_\_\_ (name of the applicant) has been working in \_\_\_\_\_ (name of the school) since \_\_\_\_\_ (date) and teaching \_\_\_\_\_ subject(s). His overall experience as a teacher is \_\_\_\_\_ years, based on his/her service register. His performance has been Satisfactory/ Good/ Excellent.

	<b>% ONLY</b>
Bachelor's Degree Marks %	
Master's Degree Marks %	
B.Ed Marks %	
M.Ed Marks %	
M.Phil Marks %	
Ph.D Marks %	

I \_\_\_\_\_ (name of the authority) recommend considering his application to the Assessment Cell/ DCEB. Sri. \_\_\_\_\_ (name of the applicant) has not been involved in any disciplinary action in the last 5 years.

\_\_\_\_\_  
Name, Signature and Stamp of the Authority