

Required Documents for Retention of Additional Post

- 1) Forwarding Letter
- 2) Copy of MC/Administrator's Resolution clearly stating the ground for retention of the post and clearly stating the recommendation for confirmation of service of the present employee on substantive basis.
- 3) Copy of post sanctioning memo.
- 4) Copy of Approval of employee.
- 5) Statement of consecutive three years student strength.
- 6) SSC Recommendation letter copy.
- 7) Staff Pattern
- 8) Leave Statement of concerned teacher during 2 years from the date of joining.
- 9) Prayer of incumbent.
- 10) Attested copy of academic qualification certificate.
- 11) Recognition & School up gradation memo copy.
- 12) No Litigation Certificate.
- 13) MC Validity Certificate.
- 14) Any other paper (if necessary) to be required after submission and checking.

N.B. - (1) The MC/Administrator's resolution book and the first two years attendance register of the employee are to be submitted in original for verification by concerned officer.