

CHECK LIST - MOBILISATION TO ALGERIA PROJECT

1	VALID INDIAN PASSPORT	-	VALIDITY DESIRABLY MORE THAN ONE YEAR
2 (a)	HEALTH CHECK UP - AT Moolchand Hospital	-	<ul style="list-style-type: none"> - Take official letter from HRM addressed to Moolchand for your medical checkup - Go empty stomach (report 9.00 am at Moolchand Clinic where EHC is situated) - No charges (Ircon will pay)
2(b)	VACCINATION FOR YELLOW FEVER	-	<p>AT INTERNATIONAL INNOCULATION CENTRE, MANDIR MARG, ADJACENT TO ST. THOMAS CHURCH & SCHOOL (Near Cannaught Place & Biral Mandir)</p> <p>Days – Wed & Friday Time – 2.00 pm to 4.00 pm</p> <p>Fee - Rs. 150.00 (reimbursable) (Don't forget to carry original passport. Certificate will be issued by them)</p>
3	VERIFICATION / AUTHENTICATION OF EDUCATIONAL CERTIFICATE	-	<p>From State Nodal officer (Education) – As per State where you University is situated (Pls visit MEA's site). Normally situated at State Capital.</p> <ul style="list-style-type: none"> - Carry you passport alongwith photocopies of the same. - Original certificate alongwith original marksheets. - Photocopies of original certificate and original marksheet . - Passport size photographs (recent) - One form is to be filled up (given by Education Department) - Postal order (Rs. 50/- per certificate) - Offer letter from Company. - Normally one full day is required but always keep margin for two days.

4	Get French Translation of above certificate (to be done by official translator of Ircon) (Pls. Contact office of GM/FP for translation job).		
5	After getting authentication from education department on originals. Get these originals / photocopies of authenticated originals & French translation of originals attested from MEA (Patiala House). Take two three photocopies of authenticated certificate & translation because they need them for official record. No charges are to be paid. (Normally one full day is required).		
6	Give attested French translated photocopies of original certificates to Protocol / or direct to Algerian Embassy for further attestation (E-6/5, Vasant Vihar, New Delhi) Fee – 380/- per document.		
7	Collect the papers and submit them alongwith original passport to Protocol Section (for dispatch to Algeria by Courier)		
8	Fill up visa form and handover six passport size photographs to Protocol Section alongwith original inoculate certificate.		
9	Opening of NRE Account	-	Take Bank Account opening form from Shri P.S. Rao, in Accounts Section. Then Contract Shri Sujay Gopala Rao, AM/IOB Ph: 24673620, 24673623
10	Insurance	-	Take form from Shri P.S. Rao, in Accounts Section, fill it up & then submit it to Shri P.S. Rao, Intercom No. 350.