

INSTRUCTIONS TO THE CANDIDATES APPEARING FOR DOCUMENT VERIFICATION

1. Candidate is required to carry two photo identity cards in original (1. Aadhar Card, 2. PAN Card/Voter ID). Also he/she is required to submit three photo copies of the same.
2. Candidate is required to submit **the enclosed attestation form** (in duplicate – one original & one photo copy) duly filled in with photograph affixed & signed by the candidate. No field should be left blank. Any field which is not applicable should be stricken out.
3. Candidate is required to submit **the enclosed declaration form** of Marital status (in duplicate – one original & one photo copy).
4. Candidate is required to produce the Matriculation certificate as proof of Date of Birth and Certificate of Educational Qualifications in original along with two photo copies each.
5. Candidate is required to bring with him/her at least three of his/her recent passport size photographs.
6. Candidate is required to submit the **character certificate in the enclosed form** duly signed by a Gazetted Officer or Member of Parliament or Member of Legislative Assembly and attested by Class I Executive Magistrate, District Magistrate or a Sub-Divisional Magistrate having magistrate powers only (not from an officer with Judicial powers). The Character Certificate must bear the **name seal of the officer, officer's designation seal and officer's office seal**. Also he/she should submit a photo copy of the same. However, if the candidate is already in Government service, instead of obtaining a fresh Character Certificate, he/she may produce the attested copy of character certificate produced to current employer at the time of the appointment. The said copy must be attested by the current employer.
7. Candidate is required to submit **the enclosed medical certificate of fitness** duly certified by the Competent Medical Authority, i.e., a Civil Surgeon or a Chief Medical Officer or a Chief District Medical Officer or a Medical Officer of equivalent status in the pro forma enclosed. Female candidate has to **obtain a medical certificate of fitness exclusively from female medical practitioner. A signed photograph of the candidate duly attested by the Competent Medical Authority should be affixed to the medical certificate of fitness.** The said certificate must bear the name and designation seal of the attesting officer. Medical Fitness Certificate certified by any other officer (like Medical Jurist/Principal Jurist/Chief Jurist/Medical Consultant/ENT Consultant/Medical Professor) will not be accepted. However, if the candidate is already in Government service, instead of obtaining a fresh medical fitness certificate, he/she may submit the attested copy of medical fitness certificate (with attested photograph) produced to current employer at the time of the appointment. The said copy must be attested by the current employer. Further, the candidate must ensure that the said medical fitness certificate furnished to the current employer should have been issued by Civil Surgeon/Chief Medical Officer/Chief District Medical Officer or equivalent.
8. Candidate is also required to submit **the enclosed medical self-declaration** form duly attested by the Competent Medical Authority, i.e., a Civil Surgeon or a Chief Medical Officer or a Chief District Medical Officer or a Medical Officer of equivalent status in the pro forma enclosed. The said form must bear the name and designation seal of the attesting officer. Medical Declaration form certified by any other officer

(like Medical Jurist/Principal Jurist/Chief Jurist/Medical Consultant/ENT Consultant/Medical Professor) will not be accepted.

9. Candidate is required to submit the duly filled **Places of Choice Proforma enclosed** (in duplicate – one original & one photo copy).
10. If the candidate belongs to SC / ST community, **a caste certificate in original** issued by the Competent Authority in the prescribed form should be produced for verification. If you belong to OBC community, **a caste certificate (in original) indicating non-creamy layer status as per the crucial date mentioned in the SSC Notification** issued by the Competent Authority should be produced along with **Declaration form enclosed**. If you belong to EWS, **relevant certificate (in original) indicating EWS status as per the crucial date mentioned in the SSC Notification** issued by the Competent Authority should be produced for verification. Also he/she should submit two photo copies of the above, as applicable.
11. Candidate is required to carry the original documents along with two photo copies of his/her PwBD Certificate (if applicable), Service Discharge Book along with undertaking to be given by an Ex-Servicemen in Annexure-VIII of SSC Notification (if applicable).
12. If the candidate is already in Government service, he/she must furnish NOC from the current employer.
13. The candidate is required to arrange his/her documents in two sets in the following order only.

Sl. No	Set 1	Set 2
1	Attestation Form(Original), Declaration of Marital Status (Original)	Attestation Form (Photo Copy), Declaration of Marital Status (Photo Copy)
2	Character Certificate (Original)	Character Certificate (Photo Copy)
3	Matriculation Certificate and mark sheet as proof of DOB (Photo Copy) and Certificate of Education Qualifications (Photo Copy)	Matriculation Certificate and mark sheet as proof of DOB (Photo Copy) and Certificate of Education Qualifications (Photo Copy)
4	Caste Certificate(Photo Copy), Declaration in case of candidates seeking reservation as OBC(Original)	Caste Certificate(Photo Copy), Declaration in case of candidates seeking reservation as OBC(Photo Copy)
5	PwBD Certificate (Photo Copy), PwBD ID Card (Photo Copy)	PwBD Certificate (Photo Copy), PwBD ID Card (Photo Copy)
6	Ex-Serviceman/Ex-Airman/Ex-Seaman Discharge Book (Photo Copy)	Ex-Serviceman/Ex-Airman/Ex-Seaman Discharge Book (Photo Copy)
7	Undertaking to be given by an ex-servicemen in Annexure-VIII of SSC Notification (Original).	Undertaking to be given by an ex-servicemen in Annexure-VIII of SSC Notification (Photo Copy).
8	Fitness Certificate (Original)	Fitness Certificate (Photo Copy)
9	Medical Declaration (Original)	Medical Declaration (Photo Copy)
10	Places of Choice Proforma (Original)	Places of Choice Proforma (Photo Copy)
11	Photo ID Cards (Photo Copy)	Photo ID Cards (Photo Copy)
12	NOC from current employer (Original)	NOC from current employer (Photo Copy)

14. All photo copies must be self-attested by the candidate along with the date.