

- 14.7.4 PAN Card,
- 14.7.5 Passport,
- 14.7.6 School/ College ID Card,
- 14.7.7 Employer ID Card (Govt./ PSU/ Private), etc

PwD candidates using the facility of scribes as per paras 8.2 and 8.4 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

15. Document Verification (DV):

- 15.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the original documents as mentioned at para no: 15.4.
- 15.2 Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.
- 15.3 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
 - 15.3.1 Aadhaar Card/ Printout of E-Aadhaar.
 - 15.3.2 Voter ID Card.
 - 15.3.3 PAN Card.
 - 15.3.4 Passport.
 - 15.3.5 Driving License.
 - 15.3.6 Government School/ College ID Card.
 - 15.3.7 Employer ID (Govt./ PSU)
- 15.4 Candidates will have to submit copies of various documents like:
 - 15.4.1 Matriculation/ Secondary Certificate.
 - 15.4.2 Educational Qualification Certificate.
 - 15.4.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
 - 15.4.4 Caste/ Category Certificate, if belongs to reserved categories.
 - 15.4.5 Persons with Disabilities Certificate in the required format, if applicable.
 - 15.4.6 For Ex-Servicemen (ESM):
 - 15.4.6.1 Undertaking as per **Annexure-V**.
 - 15.4.6.2 Serving Defence Personnel Certificate as per **Annexure-IV**, if applicable.
 - 15.4.6.3 Discharge Certificate, if discharged from the Armed Forces,
 - 15.4.7 Relevant Certificate if seeking any age relaxation.

- 15.4.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 15.4.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 15.4.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- 15.4.9.2 In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- 15.4.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 15.4.9.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- 15.4.10 Any other document specified in the Admission Certificate for DV.

16. **Post Preferences:** The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Detailed options for various posts and Ministries/ Departments/ Offices will be taken from candidates either online or at the time of document verification. He/ she will not be considered for a post/ Ministry/ Department, if he/ she has not indicated his/ her preference for it. Option confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.

17. **Mode of Selection:**

- 17.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Tier-I).
- 17.2 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose