

**F.No.3/2/2022- OL (Service)**  
**Department of Official Language**  
**Ministry of Home Affairs**

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**CIRCULAR**

**Subject:- Regarding Document Verification of the candidates qualified in J.H.T, J.T.O and S.H.T Exam, 2022 conducted by SSC.**

As per the provisions of the Notice of the said Examination, Document Verification (DV) of the candidates qualified for the same is to be done in Department of Official Language, Ministry of Home Affairs, N.D.C.C.II Building, Jai Singh Road, New Delhi-01 from 20.3.2023 to 23.03.2023.

2. You are now being called for the Document Verification in Department of Official Language, Ministry of Home Affairs, **N.D.C.C.II Building, Jai Singh Road, New Delhi-01** on the date and time as given below as per your Rank No:-

Date	Rank	Batch	Rep.time	Room No.
20.03.2023	SL/0017 to SL/63	B-1	10.00 AM	Conference Room.1st Floor
	SL/0070 to SL/0100	B-2	02.30 PM	
21.03.2023	SL/102 to SL/0144	B-1	10.00 AM	
	SL/0146 to SL/0181	B-2	02.30 PM	
22.03.2023	SL/0183 to SL/0279	B-1	10.00 AM	
	SL/0305 to SL/0441	B-2	02.30 PM	

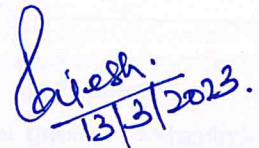
3. Please note that you should bring this letter with you at the time of Document Verification. Along with this letter, you should also possess at least Two latest photo-bearing identification proof such as Driving Licence, Voter card, Aadhar Card, Income Tax Pan Card, and any other Identity Card issued by Government Depts./Organizations/University/College in Original along with its self attested copy. The Identity Card issued by College/University should be current. Two recent passport-size photographs are to be brought for use at the document verification.

4. Only concerned candidate is allowed to enter into the building for D.V.

5. You should also bring the following documents (In Original) for verification and also their self attested photocopies for submission on that day in the following order:

- i. Matriculation Certificate and mark sheet for Date of Birth (DOB will be reckoned only with this certificate)
  - ii. Senior Secondary Certificate and mark sheet.
  - iii. Mark sheets and Graduation certificates issued by the competent Institution/University).
  - iv. Community Certificate (OBC/SC/ST/EWS), in the format prescribed in the Notice, issued by the competent authority. EWS Certificate should be based on the Income of Financial Year 2020-21 and valid for the year 2021-22. It should be in conformity with Annexure-XII of the notice for the examination.
  - v. Certificates in the format prescribed in the Notice regarding category of Person with Disability (PWD).
  - vi. Certificates in the format prescribed in the Notice viz., Discharge Certificate, Service Certificate, etc in support of your claim as Ex-Serviceman.
  - vii. Certificates in the format prescribed in the Notice for seeking age relaxation as a Central Govt. Civilian employee.
  - viii. "Candidates Details Form" duly filled and inked signed should be brought while appearing for DV.
6. The use of black ball point pen/Gel pen is strictly prohibited during Document Verification.
7. Please note that candidates not possessing valid photo ID and other proof as stated in Para 3 of this letter, will not be admitted to Document Verification.'
8. After completion of data verification, you will be intimated about verification status through your e-mail.
9. No TA is allowed on the expenses occurred in travelling for D.V.

For more details, you can call on Telephone No. 011- 23438125

  
13/3/2023.

(RAJESH KUMAR)  
Assistant Director(Service)  
Tel.No.23438078

**Note:-** Candidates have also been intimated about Document Verification through their e-mail.



**Department of Official Language  
Ministry of Home Affairs**

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**Candidates Details Form**

Name	
Roll no.	

**(To be filled by the Candidate only)**

1.	Date of Birth (as per 10th Class Certificate)		
2.	Date of declaration of result(a-10th, b-12th c-Graduate and d-Post Graduate)	a)	b)
		c)	d)
3.	Date of Issue of EWS/OBC/SC/ST Certificate		
4.	Date of Discharge of Ex.Serviceman		
5.	Date of Issue of Disability Certificate		
6.	Present Employment status. Working / not working. If Employed give details.		
		Signature of Candidates	

**(FOR OFFICIAL USE)**

6.	Status	Ok/WithHeld/Provisional/Rejected
7.	Remark, if any	
		Signature of Document Checker