

1. You should bring the Call Letter and the following documents, in original, for verification **AND** submit self-attested copies of the documents/certificates for the record of the Commission:-

1.1. **Matriculation** or equivalent certificate **in support of your Date of Birth**;

1.2. **Educational Certificate (s) i.e. Degree/ Provisional Certificate** from a recognized University **in support of your Educational Qualification** (obtained before the crucial date(i.e) 01.01.2016 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet & Year-wise Mark Sheets (with overleaf details, if any) as proof of subjects studied at various levels;

1.3. Certificate of recognition/approval given by Distance Education Bureau, University Grants Commission in case the degree awarded to you is by Open and Distance Education mode/Deemed Universities/Institutions of National Importance.

1.4. **SC/ST/OBC/Ex.S/PH Certificates** obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment;

Note: **OBC** certificate in the prescribed format issued **between 01.05.2013 and upto 27.10.2016** only will be accepted. It may be ensured that the OBC certificate (indicating the Creamy Layer status), is obtained in the Central Government format i.e. as per Annexure-VII of the Notice for the Recruitment, which is available in the Commission's website. Candidates submitting OBC Certificate which is not in format or issued beyond the validity period will be considered under UR category, if otherwise eligible;

1.5. **Service Certificate** from your employer, as in Annexure-III of the Notice for the Recruitment, (in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate). Please note that you will not be eligible for being treated as a Departmental Candidate if you have ceased to be in Government Service;

1.6. **No Objection Certificate (NOC)** from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation. NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce NOC;

1.7. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;

1.8. If an Ex-serviceman candidate who has already secured employment on civil side, wants to get the benefit of reservation under Ex-servicemen category in terms of DoP&T O.M No. No.36034/1/2014-Estt.(Res.) dated 14.08.2014, he should bring **a letter from the present employer** stating that he has informed his employer that he had applied for the Combined Recruitment of Junior Hindi Translators, Junior Translators, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016 before joining the initial civil employment;

1.9. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.10. Certificates in support of claim regarding **experience**, if any, indicating the nature of duties performed and the functions of the organization where such experience was gained;

1.11. Three recent **Colour passport size photographs**;

2. The Commission has introduced Online Document Verification System, during which you can exercise **Revised Option** for various posts, if you desire. If options are not revised, the options furnished by you in the application will be accepted as final. The Option Form will be uploaded on the website of this Office (i.e.) www.sscsr.gov.in shortly. You are advised to come prepared with the post option preferences while you report for the Document Verification.
3. If you do not produce any of the above mentioned documents **in original**, along with **one set of self-attested copies (1 set)** of the same, your candidature will be rejected;
4. You will have to bear travelling and other expenses on your journey to and from the place of the Document Verification. No contribution will be paid by the Commission. The Commission does not also make arrangements for lodging and boarding for the candidates.
5. Any change in your present postal address should be communicated to this Office at once indicating your Name, Roll No and Name of the Recruitment.
6. **Your candidature is Provisional.** You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement/notice of the examination. **If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained.** The fact that you have been called for Document Verification does not confer any right on you to be treated as eligible in all aspects for appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question;
7. **No change in Date and Time of Document Verification will be allowed** for any candidate under any circumstance. **In case you fail to attend the Document Verification, it will be presumed that you are not interested in the post and you will not be considered for final selection.** No further correspondence will be entertained in this regard;
8. The Commission will not be responsible for late/non-receipt of this letter due to delay in postal transit;
9. Canvassing in any form will result in cancellation of your candidature.

If any of the above conditions is not fulfilled, Your candidature will be rejected.