

Document Verification (DV) Checklist for Government Job Candidates

Before attending DV, candidates must ensure the following checklist is complete:

Checklist Item	Details / Notes	Tick
Application Form Copy	Print and carry the final submitted form. Ensure all details are correct and match other documents.	☐
Educational Certificates	Originals and self-attested copies of 10th, 12th, Graduation, and other required degrees. Digital copies via DigiLocker if allowed.	☐
Category Certificates (SC/ST/OBC/EWS)	Valid, issued by competent authority; check validity dates. Bring originals and copies.	☐
Identity Proof	Aadhaar, Voter ID, PAN Card, Passport; ensure name, DOB, and address match with application form.	☐
Affidavit / Declarations	Notarized affidavit for any discrepancies or gaps in education/experience. Fill online declarations if required.	☐
Marksheets / Grade Cards	Originals and self-attested photocopies; ensure correctness.	☐
Character Certificate	Issued by last educational institution; bring originals and copies.	☐
Police Clearance / Verification Forms	Complete and truthful; fingerprint verification may be conducted.	☐
Medical / Fitness Certificate	From a government-approved doctor; digital submission allowed in some cases.	☐
NOC / Employer Clearance	If previously employed, obtain signed NOC; digital NOC submission if permitted.	☐
Provisional Period Deposit	Be prepared to pay required refundable advance if applicable (e.g., Rs. 2–3 lakh). Keep payment proof.	☐
Job Offer Letters	Carry all offer letters; inform authorities if multiple offers exist.	☐
Digital / Biometric Forms	Photograph, digital signature, and fingerprints; ensure proper recording.	☐
Miscellaneous / Additional Proofs	Address proofs, gap affidavits, extra certificates requested by DV officers.	☐
Pen, Notebook, and Copies of Guidelines	Carry for signing papers and taking notes during DV.	☐

Tips for Candidates:

1. Organize documents neatly; separate originals and copies.
2. Verify all spellings, dates, and certificate numbers before DV.
3. Read all forms carefully before signing.
4. Keep digital copies as backup.
5. Be honest about ongoing minor or pending cases.
6. Arrive early to avoid last-minute confusion.