

**GOVERNMENT OF JAMMU AND KASHMIR**  
**JAMMU AND KASHMIR SERVICES SELECTION BOARD (JKSSB)**  
CPO Chowk, Panjtirithi, Jammu/Zamzam Complex, Rambagh, Srinagar  
[www.jkssb.nic.in](http://www.jkssb.nic.in)

**Subject: Document Verification** of additional candidates for the posts of **Assistant Labour Procurement Officer**, Home Department (UT Cadre), advertised vide Notification No. 06 of 2020, Item No. 229 and **Copy Holder (English)**, ARI & Training Department (Div. Cadre Jammu), advertised vide Notification No. 05 of 2020, Item No. 169 - regarding.

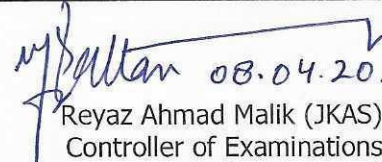
**NOTIFICATION**

In continuation to the Notification No. JKSSB/COE0EXAM(UT)/21/2024-06 (7483967) dated: 19-10-2024, the candidates, whose details are given in **Annexure "A"** are hereby called to appear in person for Document Verification before the Document Verification Committee of the Board on **17-04-2025** from **11.00 AM to 04.00 PM**, at **JKSSB, Central Office, CPO Chowk, Panjtirithi, Jammu**.

Further, the candidates are required to produce following documents/certificates in original, along-with **one set of self-attested copies**, before the designated Document Verification Committee:

1. Copy of Application Form.
2. Two passport size recent colour photographs.
3. One original photo ID Proof i.e. Aadhar card/Voter Card/Pan Card/Passport etc.
4. D.O.B Certificate (10<sup>th</sup> Diploma/Marks card).
5. Valid Category Certificate, if belongs to reserved categories.
6. Domicile Certificate.
7. Graduation Degree.
8. Prescribed Qualification/Certificates/Diploma/Experience certificates as per Advertisement Notifications.
9. Bonafide certificate on the format prescribed by the Board duly issued by the Controller/Registrar of the concerned Institute/Board in respect of candidates, who have obtained the qualification/Diploma from outside the UT of J&K.
10. Checklist sheet/form to be submitted by candidates at the time of their D.V. (**as per Annexure-B**).

The candidates who fail to appear before the respective Document Verification Committee on the scheduled date shall forfeit his right to selection.

  
08.04.2025  
Reyaz Ahmad Malik (JKAS)  
Controller of Examinations  
J&K Services Selection Board

No.: JKSSB/COE0EXAM(UT)/21/2024-06 (7483967)

Dated: 08-04-2025

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu for favour of information.
2. Director, Information and Public Relations, J&K, Jammu with the request to publish this Notification in at-least two leading local newspapers of Jammu/Srinagar.

3. Members (All) J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. Private Secretary to the Chairperson, J&K Services Selection Board.
6. I/c Website, J&K Services Selection Board.

## ANNEXURE "A"

Addl. D.V. S.No.	APPLICATION ID	NOTIFICATION	ROLL No.	CANDIDATE NAME	FATHER NAME	CATEGORY	POST	ITEM No.	TOTAL	SHORTLISTING CATEGORY	DATE OF DOCUMENT VERIFICATION	VENUE	COMMITTEE
Addl. 1-JMU	181431	06 of 2020	1020099	Harpal Singh	Amrik Singh	OM	Assistant Labour Procurement Officer	229	108	OM	17-04-2025 (11.00 AM to 04.00 PM)	JKSSB, Central Office, CPO Chowk, Panjtirthi, Jammu	J
Addl. 2-JMU	207553	05 of 2020	1060107	Kulvinder Singh	Rajinder Singh	OM	Copy Holder/Copy Holder (English)	169	89.75	OM	17-04-2025 (11.00 AM to 04.00 PM)	JKSSB, Central Office, CPO Chowk, Panjtirthi, Jammu	J

**Checklist Sheet for Document Verification (DVC)**

Post: \_\_\_\_\_

Advertisement Notification No. : \_\_\_\_\_

Item No. : \_\_\_\_\_

Date: \_\_\_\_\_ D.V. S. No. : \_\_\_\_\_ Venue: \_\_\_\_\_

Affix Recent  
Passport Size  
Photograph**1. Details of the Candidate (To be filled by candidate):**

S.No.	Candidate Particular	Details
1.	Name *	
2.	Father's Name *	
3.	Date of Birth (DD/MM/YYYY) *	
4.	Roll No. *	
5.	Application Form No. (s)	
6.	Reserved Category *	
7.	Sub Category (if any) (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)	

**2. Verification of Documents (To be filled / checked by JKSSB Officer / Official):**

Candidate's Signature

S.No.	Document/ Certificates	Original Checked (Y/N)	Date of issue	Valid/ Within Cutoff Date (Y/N)	Name of Inst/College/University	Remarks/ Recommendation
1.	Domicile Certificate.					
2.	Qualification Certificate(s).					
a)						
b)						
c)						
d)						
e)						
3.	Reserved Category Certificate (a) SC (b) RBA (c) ST (d) EWS (e) ALC/IB (f) PSP (g) OSC					
4.	Sub Category if any (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)					

**Note:-** The candidate have to bring/attach two passport size recent color photographs and one original photo ID i.e. Adhaar Card/ Voters ID card/ Pan Card/ Passport/ Driving License etc. on the scheduled date of Documents Verification.

Checked By: (Name &amp; Designation of Dealing Assistant):-

Signature of Dealing Assistant

3. Candidature- Accepted or Rejected: \_\_\_\_\_

i) Reasons \_\_\_\_\_

ii) Special Remarks (if any) \_\_\_\_\_

Signature  
(Name of the Officer)(Signature)  
(Name of the Member/Officer)