📋 The 27-Point DV Survival Checklist

Essential Document Verification Guide for Port Trust & Maritime Candidates

✅ PHASE 1: Academic Documents (Points 1–9)

#	Verification Point	Critical Detail Most Candidates Miss	Verification Method	✅
1	10th Mark Sheet	Must show date of birth matching Aadhaar. CBSE/ICSE: verify QR code is scannable.	Scan QR → Verify on cbse.gov.in	[ ]
2	12th Mark Sheet	PCM % must be individual subject-wise. Ports reject "best 5 subjects" aggregate.	Highlight P, C, and M scores separately.	[ ]
3	Degree Certificate	Must bear university seal overlapping principal's signature. Flat scans = rejection.	Hold against light; seal must cover signature.	[ ]
4	Provisional Certificate	Valid ONLY if signed within last 90 days. Older ones require a convocation certificate.	Check registrar's signature date (≤90 days).	[ ]

5	Consolidated Mark Sheet	Must include failed/backlog attempts. Hidden backlogs lead to disqualification.	Circle all attempts + attach clearance letters.	[ ]
6	University Recognition	Must appear in UGC's latest "List of Recognized Universities" (updated quarterly).	Verify at ugc.ac.in → Search University name.	[ ]
7	Gap Certificate	Required for any gap >6 months between qualifications or post-graduation.	Affidavit on ₹100 stamp paper + Notarized.	[ ]
8	Migration Certificate	Needed for same-state transfers if affiliating universities are different (e.g., Mumbai to Pune).	Check university affiliation history.	[ ]
9	Medium of Instruction	Mandatory for specific ports (e.g., Chennai). Must be signed by Principal, not HOD.	Template: "Medium was [Language]" + Seal.	[ ]

✅ PHASE 2: Identity & Domicile (Points 10–16)

#	Verification Point	Critical Detail Most Candidates Miss	Verification Method	✅
10	**Aadhaar Card**	Name sequence must match 10th cert exactly. "Rajesh Kumar" vs "R. Kumar" = mismatch.	Line-by-line character comparison.	[ ]
11	**Coastal Domicile Proof**	Requires TWO docs proving 5-year residency: (a) Ration card + (b) School certificate.	Refer to IPA Circular 2023/Coastal-Zones.pdf.	[ ]
12	**Ration Card Validity**	Must show continuous 5-year address history. New cards need copies of old cards.	Photocopy all address change endorsements.	[ ]
13	**Voter ID**	Address must match Aadhaar. Mismatch adds 45+ days to police verification.	Update via NVSP portal before DV date.	[ ]
14	**Passport (Optional)**	Not mandatory but accelerates police verification by 60%. Prioritized for Intl. roles.	Carry original even if not explicitly listed.	[ ]
15	**Birth Certificate**	Required ONLY if 10th cert lacks DOB. Must have a registration number (not just seal).	Format: [Year]/[Ward]/[Serial Number].	[ ]
16	**Name Change Affidavit**	Must include newspaper publication copies (Local + National) + Gazette notification.	Missing paper copies = automatic rejection.	[ ]

# ✅ PHASE 3: Category Certificates (Points 17–21)

#	Verification Point	Critical Detail Most Candidates Miss	Verification Method	✅
17	**Caste Certificate**	Must be issued by Tehsildar/SDM of **parent's** domicile district, not your current city.	Cross-check parent name ↔ 10th Certificate.	[ ]
18	**Caste Validity**	Mandatory for SC/ST in MH, GJ, and KA. This is a separate certificate from the State Dept.	Obtain via State Tribal Development portal.	[ ]
19	**EWS Certificate**	Must include income proof of **all** family members (parents + minor siblings).	Attach ITR-1 of parents + Sibling IDs.	[ ]
20	**PWD Certificate**	Must specify functional classification (e.g., "Locomotor") per **RPwD Act 2016**.	Ensure "Schedule of Disabilities" is cited.	[ ]
21	**Disability Type**	Must match port-specific functional requirements (e.g., Hearing vs. Admin roles).	Cross-reference Port's "Functional Annexure."	[ ]

✅ PHASE 4: Medical & Physical (Points 22–25)

#	Point	Specification	✅
22	**DGS Empaneled Hospital**	Only 47 authorized. Certificate must bear DGS registration (e.g., DGS/MED/2023/...).	[ ]
23	**Ishihara Test Plates**	Must show all **24 plates** identified correctly. Certificate must state "Passed 24/24."	[ ]
24	**Hearing Frequencies**	Audiogram must cover 500, 1000, 2000, and 4000 Hz at ≤25 dB.	[ ]
25	**BMI Calculation**	Must fall within **18.5–27.5**. Formula: $$BMI = \frac{weight(kg)}{height(m)^2}$$	[ ]

✅ PHASE 5: Final Verification Day Protocol (Points 26–27)

#	Protocol Point	Critical Detail Most Candidates Miss	Verification Method	✅
26	**Doc Organization**	Ports require **TWO** identical sets: (1) Originals and (2) Self-attested copies.	Use **Red** folder for Originals, **Blue** for copies.	[ ]
27	**Contingency Kit**	Carry ₹500 cash for notary emergencies and a printed **IPA DV Manual** excerpt.	Polite Rebuttal: Show Manual if official disputes.	[ ]
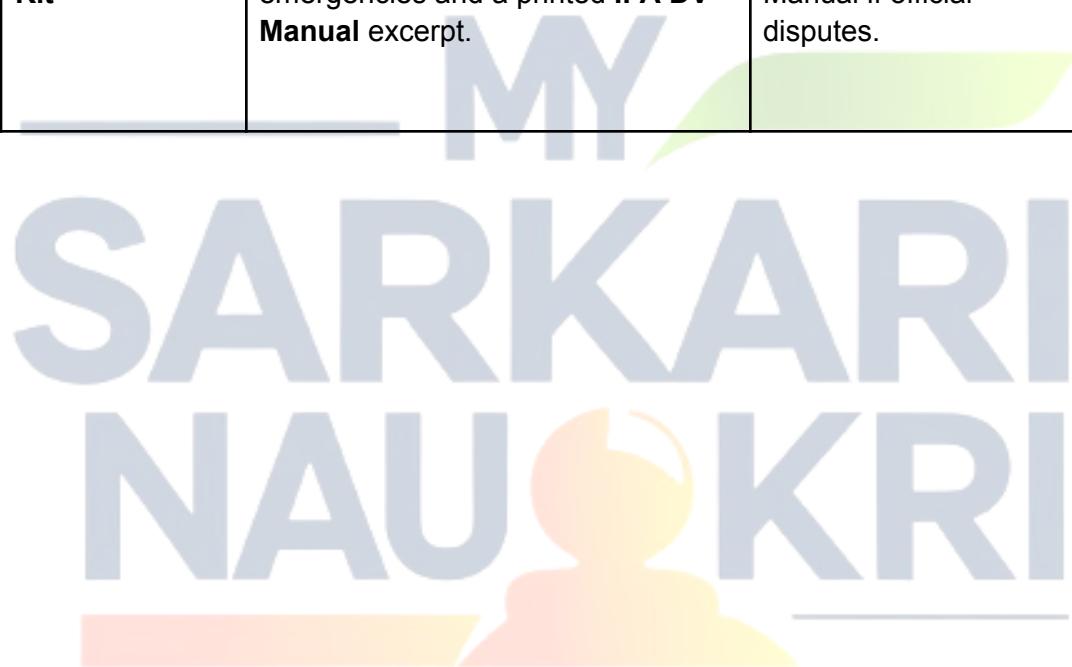
🚨 Top 5 DV Rejection Reasons (2024 Data)

Rank	Rejection Reason	% Failures	Prevention	✅
1	Domicile proof mismatch	31%	Points 11, 12	[ ]
2	University not UGC-recognized	24%	Point 6	[ ]
3	Gap certificate missing	18%	Point 7	[ ]
4	Caste cert from wrong district	14%	Point 17	[ ]
5	Non-empaneled medical hospital	9%	Point 22	[ ]

Source: IPA Annual Report 2024, Table 8.3

📥 How to Use This Checklist

1. **Print** this 30 days before your DV date.
2. **Tick** each point only after physically verifying the document.
3. **Resolve** "No" answers immediately (allow 7–15 days for fixes).
4. **Bring** this to the DV to use as a negotiation tool for disputed points.

🛡️ Final Preparation & Support

"Better to be 10 days early than 1 minute late."

📌 The DV Day "Pro-Tips"

- **The Signature Rule:** Always sign your self-attested copies exactly as you signed your application form. Even a slight variation in your signature can trigger extra scrutiny.
- **The Folder Strategy:** * Folder A (Red): All Originals in chronological order.
  - **Folder B (Blue):** First set of photocopies.
  - **Folder C (Green):** Backup set of photocopies + extra photos.
- **The "Polite Rebuttal":** If an official disputes a document that you know is correct, politely refer to the **IPA DV Manual Section 4.7**. Having a printed excerpt of the manual often resolves "interpretation" issues on the spot.

📞 Need Help? Contact Us

If you encounter a unique situation at the verification center or have a doubt about a specific document:

- **Email:** info@mysarkarinaukri.com
- **Website:** www.mysarkarinaukri.com
- **Community:** Join our Telegram group for real-time updates from other candidates who have cleared their DV this month.

🚀 Beyond Document Verification

Clearing the DV is just the gateway. Stay ahead with our premium resources:

- **Interview Guides:** Real questions asked at major Indian Ports.
- **Medical Standards:** Detailed breakdown of DG Shipping physical requirements.
- **Job Alerts:** Be the first to know about the next big opening in the Government and Maritime sectors.

Disclaimer

This checklist is based on the 2024-2025 IPA (Indian Ports Association) guidelines and previous candidate feedback. While we strive for 100% accuracy, always cross-reference with your specific recruitment notification. mysarkarinaukri.com is not responsible for individual rejection cases.

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