

No.4/24/2010-SR  
Government of India  
Department of Personnel and Training  
**STAFF SELECTION COMMISSION**  
(Southern Region)

EVK Sampath Building,  
2nd Floor, College Road,  
Chennai - 600 006.

**SPECIMEN INTERVIEW CALL LETTER**

Date : 20th August, 2010

To

Name : Mr/Ms. «Name\_of\_Candidate»

Roll No. : «Roll\_No»

Subject: Junior Engineers (Civil & Electrical) Examination, 2010 - Conduct of Interview / Personality Test – reg.

Dear candidate,

With reference to your candidature for the Junior Engineers (Civil & Electrical) Examination, 2010, I am to inform that on the basis of the results of the written examination declared by the Commission, **you have been found provisionally qualified/eligible to be called for Interview/ Personality Test for the post of *Junior Engineer (Civil) / Junior Engineer (Electrical)*** as per the following programme:

Interview Date ... «Date\_of\_Interview»

Reporting Time ... «Reporting\_Time»

Venue ... **Staff Selection Commission,  
II Floor, EVK Sampath Building,**

**College Road, DPI Campus, Chennai – 600 006.**

2. You should bring this call letter (in original) along with the following documents, in original, and also the copies thereof, duly attested by a Gazetted Officer, for verification and record. **In case of failure to produce the following documents, please note that you will not be admitted for the Interview.**

2.1. Matriculation / High School / Higher Secondary / equivalent certificate, issued by the State / Central Education Board, and (not by the Principal / Headmaster of the School / Institution where studied), showing your date of birth (in Christian Era).

2.2. Certificates (Degrees and Diplomas etc.) in support of your educational/technical/professional qualifications and subjects studied at various levels; and mark sheets pertaining to all the years of each course indicating the subjects studied in each year, as claimed in your application or the bio-data sheet.

- 2.3. Certificates concerning your Degree course including Transfer Certificate / Course completion certificates, if any and certificates in support of your Technical / Professional Qualification, if any and marks sheets pertaining to all the years of each course indicating the subjects studied in each year, as claimed in your application or the bio-data sheet.
- 2.4. **Certificate of recognition/approval given by Distance Education Council, IGNOU in case the degree awarded to you is by means of Distance Education. Such of those candidates who have acquired their Degree through Distance Education mode, which is not recognized by Distance Education Council, IGNOU shall not be allowed to appear for the Interview.**
- 2.5. Certificates / documents (issued by the Competent Authorities and in the format as prescribed in the Notice of Examination) in support of your claim of being SC/ST/OBC/Ex-serviceman, if applicable. Candidates claiming reservation as OBC should produce a Community Certificate issued by the Competent authority (indicating the Creamy Layer status) as per Annexure VII of the Notice of examination on or before the closing date i.e. 27.01.2010. Candidates submitting OBC Certificate which are not in format will be treated under UR category only.
- 2.6. In case you are already in Government service / Department and your application has not been forwarded through proper channel, a “No Objection Certificate” from your present employer to this effect, should also be produced. In case you have applied for 'No Objection Certificate' a copy of your application for 'No Objection Certificate' duly acknowledged by your office in proof of your request for the same has to be produced, notwithstanding that you have sought age concession as a departmental candidate or not.
- 2.7. Complete Discharge Certificate/Pension Payment Order in support of your claim of being in Ex-servicemen category, if applicable.
- 2.8. Certificate from the Department (in case you are a Central Government Civilian Employee / Departmental candidate) in support of your claim that you have completed three years regular service on the prescribed date and also the Departmental endorsement / certificate with particulars, duly verified by your office; in case age relaxation has been sought or claimed accordingly. Please note that you will not be eligible for being treated as a Departmental Candidate if you have ceased to be in Government Service.
- 2.9. In case you are a disabled Defence / BSF personnel, necessary Disability Certificate from the Competent Authority.
- 2.10. Certificates in support of your claim regarding participation in extra curricular activities / games / sports, etc.
- 2.11. 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.

3. You should submit the **enclosed bio-data form (in original)** duly filled in with original photograph affixed in the space meant for the same. In addition to the above, you may also bring **five photocopies** of the duly filled in bio-data form and submit all the six copies (**i.e., one original and five photocopies**) on the day of the interview.

*(Utmost care should be taken while filling up the columns in the Bio-data sheets. The information may be written clearly and legibly. No column in the bio-data sheet should be left blank. In case you have no information to furnish against a particular column, please indicate either 'Not applicable or NIL' as the case may be)*

4. If you do not produce any of the above mentioned documents in original (along with their attested copies) which are required for determining eligibility for the interview in question, except the documents mentioned against Nos. 2.9 and 2.10, you will not be admitted for the interview under any circumstances whatsoever and no further opportunity will be accorded to take the interview. However, the documents against Nos. 2.9. and 2.10. are required to be produced in support of your claim if any, made in your original application / Bio-Data form, failing which your claim will not be taken into account.

5. **No traveling or other expenses will be paid by the Commission for attending the Interview.** However, eligible SC / ST candidates attending the interview will be re-imbursed to and fro II Class Railway fare or bus fare chargeable by the shortest route, provided that the fare of the first 30 kms in both cases, is borne by the candidate. No extra charges, if any, incurred for reserving seats, sleeping berths in the train, will, however, be reimbursed to the candidate. The candidate must furnish details like distance on traveling, mode of travel, ticket number, actual fare paid by the candidate etc. SC / ST candidate in service under the Central / State Government, Corporation, Public Sector Undertakings, local Government institutions/Panchayat will not, however, be eligible for such reimbursement.

6. Any change in your present postal address should be communicated to this office at once indicating your Roll No., name of the examination and the post applied for and the changed address.

7. **You have the option to converse either in Hindi or English in the Interview.** The interview / personality test is structured in such a manner that the candidates' interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness / knowledge, depth of knowledge of the subject studied (10+2 onwards), communicative skill and personality, etc.

8. **Your candidature is Provisional.** You must, therefore, ensure that you fulfil 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 fulfil 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 interview does not confer any right on you to be treated as eligible in all aspects for appointment or to be considered for interview. 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.

9. Please note that the date, time, and venue of interview is final and no request for change will be entertained. **In case you fail to attend the interview, it will be presumed that you are not interested in the post and your candidature will be treated as “cancelled”.** No further correspondence will be entertained in this regard.
10. The Commission will not be responsible for late / non-receipt of this letter due to delay in postal transit .
11. Canvassing in any form will result in cancellation of your candidature.

**If any of the above mentioned conditions are not fulfilled,  
you will not be allowed to appear for the interview.**

Yours faithfully,

Sd/-

Regional Director (SR)

Encl. As above.