

**STAFF SELECTION COMMISSION
(SOUTHERN REGION)
CHENNAI**

.....

ANNEXURE - I

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

1.1. **Matriculation** or equivalent certificate issued by State/Central Education Board **in support of your Date of Birth**;

1.2. **Educational Qualification Certificate (s) i.e. Matriculation** or equivalent certificate from a recognized Board **in support of your Educational Qualification** (obtained before the crucial date **(i.e) 01.08.2019** mentioned in the Notice for the Recruitment) along with Mark Sheet (with overleaf details, if any) in proof of subjects studied at various levels;

1.3. Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

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

Note: (i) Candidates who wish to be considered against reserved vacancies must submit requisite certificate from the competent authority at the time of Document Verification. Otherwise their claim for SC/ST/OBC//EWS/EXs/PwD status will not be entertained and their candidature/applications will be considered under UR (General) Category.

(ii) **OBC** certificate in the prescribed format indicating the Creamy Layer status as on the crucial date obtained in the Central Government format i.e. **29.05.2019** as per Annexure-VII of the Notice for the Recruitment, which is available in the Commission's website only will be accepted.

1.5 Persons with Disability (PwD) Certificate in the required format, if applicable.

1.6 **The PwD candidates who have availed the facility of Scribe and/or Compensatory time must produce relevant documents for their eligibility to Scribe/Compensatory time.** Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

1.7 For Ex-Servicemen candidates, the following certificates requires to be submitted:-

- (i) Undertaking as per Annexure V
- (ii) Serving Defence Personnel Certificate as per Annexure IV, if applicable
- (iii) **Discharge Certificate** in support of your claim of being in **Ex-servicemen** category, if applicable. Ex-Servicemen candidate should complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of receipt of applications i.e **28.05.2020**.
- (iv) 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 Multi Tasking (Non-Technical) Staff Examination, 2019 before joining the initial civil employment.
- (v) In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.8 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;

1.9 No Objection Certificate, in case already employed in Government/Government Undertakings;

1.10 A Candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc the following documents shall be submitted;

(i) In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

(ii) In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the oath Commissioner.

(iii) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

(iv) In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

2. 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, you will **NOT** be admitted for the Document Verification under any circumstance and your candidature will be **rejected**;

3. **You will have to bear travelling and other expenses on your journey to and from the place of the Document Verification.** The Commission will **NOT** pay/reimburse any kind of expenditure incurred by you in this regard.

4. Any change in your present postal address should be communicated to this Office during Document Verification indicating your Name, Roll No and Name of the Recruitment.

5. **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.**

6. 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 Venue of Document Verification will be allowed** for any candidate. **In case you fail to attend the Document Verification, 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;

8. Canvassing in any form will result in cancellation of your candidature.

9. Since Document Verification entry is online, time of completion cannot be anticipated. Hence, candidates are advised to book their return journey ticket accordingly.

If any of the above conditions is not fulfilled, you will not be allowed to appear for Document Verification.

Instructions/guidelines with regard to Covid-19 given in annexure II should be strictly adhered to. Otherwise, candidates will not be allowed inside the Document Verification premises