

ANNEXURE

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

1.1. **Matriculation** or equivalent certificate in support of your **Date of Birth**;

1.2. **Educational Certificate (s) i.e. Degree/ Provisional Certificate** from a recognized University in support of your **Educational Qualification** (obtained before the crucial date(i.e) 01.08.2015 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet&Year-wise Mark Sheets (with overleaf details, if any) in proof of subjects studied at various levels;

1.3. 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.

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

Note: **OBC** certificate in the prescribed format issued **between 12.06.2012 and upto 09.12.2015**, only will be accepted. It may be ensured that the OBC certificate (indicating the Creamy Layer status), is obtained in the Central Government format i.e. as per Annexure-VII of the Notice for the Recruitment, which is available in the Commission's website. Candidates submitting OBC Certificate which is not in format or issued beyond the validity period will be treated under UR category, if otherwise eligible;

1.5. **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;

1.6. **No Objection Certificate (NOC)** from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation. NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce NOC;

1.7. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;

1.8. 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 Combined Graduate Level Examination, 2015 before joining the initial civil employment;

1.9. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.10. Certificates in support of your claim regarding participation in **extra-curricular activities/games/sports**, etc;

1.11. 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;

1.12. Five recent **Colour passport size photographs**;

2. The Commission has introduced Online Document Verification System, during which you can exercise revised Option for various posts, if you desire. If options are not revised, the options submitted in the application will be accepted as final. The Option Form will be uploaded on the website of this Office (i.e.) www.sscsr.gov.in shortly. You are advised to come prepared with the post option preferences while you report for the Document Verification.

3. 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 Interview under any circumstance;

4. You should submit the **Bio-data Form (in original) which may be downloaded from the website of this Region i.e. www.sscsr.gov.in** duly filled in with original photograph affixed in the space meant for the same. In addition to the above, you may also bring **3 copies** of the duly filled in bio-data form and submit all the **four copies (i.e. one original & 3 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)

5. **You will have to bear travelling and other expenses on your journey to and from the place of the Interview.** No contribution will be paid by the Commission. The Commission does not make arrangements for lodging and boarding for the candidates. However, eligible SC/ST attending the interview will be re-imbursed to and from II-Class Railway fare or bus fare chargeable by the shortest route, provided that the fare of the first 30 KM 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 travelling, 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 however, will not be eligible for such reimbursement;

6. **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;

7. **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 fulfill 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;

8. **No change in Date, Time & Venue of the Interview will be allowed** for any candidate under any circumstance. **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;

9. The Commission will not be responsible for late/non-receipt of this letter due to delay in postal transit;

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

<i>If any of the above conditions is not fulfilled, you will not be allowed to appear for the interview.</i>
