

No.4/35/2012-SR
Government of India
Department of Personnel and Training
STAFF SELECTION COMMISSION
(Southern Region)

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

Dated the 23rd November, 2012

To

Roll No. :	
Name & Address :	

Subject: Combined Graduate Level (CGL) Examination, 2012 - Conduct of Interview/Personality Test for various Interview Posts – regarding.

Dear Candidate,

With reference to your candidature for the Combined Graduate Level (CGL) Examination, 2012, I am to inform that on the basis of the results of the Written Part [Tier-I and Tier-II] of the Exam declared by the Commission, you have been found provisionally qualified/eligible to be called for Interview/Personality Test for various Interview Posts as per the following programme:-

Interview Date	Reporting Time
Venue	Staff Selection Commission, 2 nd Floor, EVK Sampath Building, College Road, DPI Campus, Chennai – 600 006

2. You should bring this call letter alongwith the following documents, in original, for verification **AND** submit TWO copies of the documents/certificates, duly attested by a Gazetted Officer for record:-

- 2.1. Matriculation or equivalent certificate in support of your Date of Birth.
- 2.2. Educational Certificate(s) i.e. Degree/Provisional Certificate from a recognized University in support of your educational/technical/professional qualifications (obtained before the crucial date **01.08.2012** mentioned in the Notice for the Recruitment) alongwith Consolidated Mark Sheet or Year-wise/Semester-wise Mark Sheets (with overleaf details, if any) in proof of subjects studied at various levels.
- 2.3. 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.

- 2.4. SC/ ST/ OBC/ExS/PH Certificates obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment.
- Note:** The **OBC** Certificate should have been **obtained within 3 years before the closing date (20.4.2012)/date of interview**. 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 of 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.
- 2.5. Service Certificate from your Office, as in Annexure III of the Notice for 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.
- 2.6. No Objection Certificate 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.
- 2.7. Complete Discharge Certificate/Pension Payment Order in support of your claim of being in Ex-servicemen category, if applicable.
- 2.8. In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority.
- 2.9. Certificates in support of your claim regarding participation in extra-curricular activities/ games/sports, etc.
- 2.10. 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.
- 2.11. Two recent passport size photographs.

Those candidates who attended CPT/DEST and whose documents have been verified are also advised to bring their original certificates without fail.

3. If you do not produce any of the above mentioned documents, **in original**, along with TWO attested copies of the same, you will not be admitted for the Interview under any circumstance.

4. 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 copies** 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)

5. You should submit **ATTESTATION FORM**, duly filled in, in triplicate at the time of Interview, if not submitted on the day of CPT/DEST. The attestation form is available under the head 'FORMS' in Candidates Corner on the website <http://ssc.nic.in>. Submission of attestation form will not confer any right on the candidates for appointment /final selection.

6. You will have to bear traveling 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 candidates attending the interview will be reimbursed to and fro 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 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/Panchayats however, will not be eligible for such reimbursement.

7. 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.

8. **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.

9. **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.** 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.

10. No change in date/ venue and time of Interview will be allowed for any candidate under any circumstances. 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.

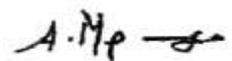
11. The Commission will not be responsible for late/non-receipt of this letter due to delay in postal transit.

12. 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.

Encl: as above

Yours faithfully,



Deputy Director