

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

- i. Date of Birth as recorded in the **Matriculation/Secondary School Examination** Certificate only will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.
- ii. Higher Secondary/Intermediate/Senior Secondary/+2/Diploma or equivalent certificate.
- iii. **Educational Certificate (s) i.e. Bachelor's Degree/ Provisional Certificate** from a recognized University or equivalent and other relevant Certificates as specified in Para 6 of the Notice of the Examination.
- iv. **Educational Qualification** [obtained before the crucial date (i.e) on or before 01.08.2016 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;
- v. Certificate of recognition/approval given by Distance Education Council, IGNOU in case the degree awarded to you is by means of Open University/Distance Education. Candidates who have acquired their Degree through Open University/Distance Education mode, which is not recognized by Distance Education Council, IGNOU shall not be allowed to appear for the Skill Test;
- vi. **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 by the Competent authority **between 15.3.2013 and upto 09.09.2016**. 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.

- vii. **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.
- viii. **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;
- ix. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;
- x. 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, 2016 before joining the initial civil employment;
- xi. Two recent passport size photographs.

2. The Commission has introduced Online Document Verification System, during which you can exercise Fresh Option in the order of preference for various Posts. The Option Form will be uploaded on the website of this Office (i.e.) [www.sscsr.gov.in](http://www.sscsr.gov.in). You are advised to come prepared with the post option preferences while you report for the Document Verification.

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3. If you do not produce any of the above-mentioned documents, in original, alongwith **one set of self-attested copies (1 Set)** of the same, you will not be admitted for the Test under any circumstances;
4. You will have to bear travelling and other expenses on your journey to and from the place of Document Verification/Test. No contribution will be paid by the Commission. The Commission does not also make arrangements for lodging and boarding for the candidates.
5. Any change in your present postal address should be communicated to this Office at once indicating your Name, Roll No & Name of the Recruitment.
6. 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 Document Verification/CPT/DEST does not confer on you any right to be treated as eligible for selection/appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down as on the crucial date prescribed for the post of the Examination in question.
7. No change in **Date/Batch and Venue of the Skill Test** will be allowed for any candidate under any circumstances. In case you fail to attend Document Verification/ Skill Test, 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/DEST/CPT are conducted 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 the Skill Test.***