

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

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ANNEXURE- I

Detailed instructions for candidates appearing for Document Verification in respect of Combined Graduate Level Examination, 2018

1. You should bring the Call Letter and the following documents, **in original**, for verification and submit **ONE** set of self-attested copies of the documents/certificates for the record of the Commission. In case of failure to produce the following documents, you will not be admitted for the Document Verification. Please ensure that you possess the Essential Qualification(s) as on the crucial date (i.e.) **01.08.2018**.

1.1. **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;

1.2. Higher Secondary/Intermediate/Senior Secondary/+2/Diploma or equivalent certificate.

1.3 **Essential Qualification (s) i.e Bachelor's Degree/Provisional Certificate from a recognized University or equivalent** (obtained before the crucial date (i.e) **01.08.2018** 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;

1.4. **Certificate of approval given by Distance Education Bureau, University Grants Commission.** In case of all the degrees/diplomas/certificates including technical education degree/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under Central Government.

1.5. **SC/ST/OBC/ESM/PwD 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 or seeking age relaxation must submit requisite certificate from the competent authority in the prescribed format at the time of Document Verification/Skill Test. Otherwise their claim for SC/ST/OBC/Exs/PwD status will not be entertained and their candidature/applications will be considered under General (UR) 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 as per Annexure VII of the Recruitment Notice, which is available in the Commission's website will be accepted. The crucial date for this purpose will be **04.06.2018**. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

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 **04.06.2018**.
- (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 Combined Graduate Level Examination, 2018 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. The Commission has introduced Online Document Verification System, during which you can exercise detailed options for various Posts. The Option Form has already been uploaded in the website of this Office (i.e.) www.sscsr.gov.in. You are advised to come with duly filled-in detailed post preferences proforma while you report for the Document Verification.
3. You will have to bear travelling and other expenses on your journey to and from the place of DocumentVerification. 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 Regional Office at the time of Document Verification indicating (i) Name (ii)Roll No. (iii) Name of the Recruitment (iv) New Address.
5. **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.**
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, Time & Venue for Document Verification will be allowed** for any candidate under any circumstances. **In case you fail to attend 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
