

Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
**STAFF SELECTION COMMISSION**  
(Southern Region)

II Floor, EVK Sampath Building  
College Road, Chennai 600006

No. 11/5/2015-S.R.

Dated 7<sup>th</sup> August, 2015

To

**SPECIMEN**

Roll No. :

Name :

Address :

Subject: Combined Higher Secondary Level Examination, 2014 – Conduct of Document Verification for the post of LDC- regarding.

Dear Candidate,

On the basis of the results of written part of the Combined Higher Secondary Level Examination, 2014 (Stage-II), I am to inform that you are hereby admitted for Document Verification for the post of Lower Division Clerk (LDC) on provisional basis. Skill Test will be conducted separately during second week of September, 2015 and Instructions to Candidates for Typing Test (TT) are available in Candidates Corner on the website of the Commission, [ssc.nic.in](http://ssc.nic.in).

2. Venue, Batch and date of Document Verification and your Reporting Time are as follows:

Date	<b>28.8.2015 (Friday)</b>		
Batch No.		Reporting Time	
Venue	STAFF SELECTION COMMISSION (SR) II Floor, EVK Sampath Building, College Road, Chennai- 600 006 (Helpline) 044-28251139		

3. It may be noted that Document Verification will be completed before the Skill Test. As such, **YOU MUST ATTEND DOCUMENT VERIFICATION ON THE SCHEDULED DATE, FAILING WHICH YOU WILL NOT BE CONSIDERED FOR THE POST.**

4. You should bring Certificates in support of your Date of Birth (DOB), Essential Qualification (EQ), Community Certificate (if applicable) and other relevant Certificates as mentioned in the Annexure, in original and submit 1 set of self-attested copies of the documents/certificates for our record.

5. It may also be noted that candidates not possessing Certificates in support of DOB, EQ etc. will not be allowed for the Document Verification.

Yours faithfully,

Regional Director (SR)

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. **Matriculation** or equivalent certificate **in support of your Date of Birth**;
  - ii. **Educational Qualification (i.e)** 12<sup>th</sup> Standard or Equivalent [obtained before the crucial date (i.e) 01.08.2014 mentioned in the Notice for the Recruitment] along with Mark Sheet(s) (with overleaf details, if any).
  - iii. **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:** The **OBC** Certificate should have been **obtained within 3 years before the Closing Date (i.e) not before 20/08/2011 and upto the date of Document Verification**. 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;

- iv. **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;
- v. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;
- vi. 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 Higher Secondary Level (10+2) Examination, 2014 before joining the initial civil employment;
- vii. **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;
- viii. Two recent passport size photographs.

2. The Commission has introduced Online Document Verification System, during which you can exercise Preferences of Department/Office for the posts of LDC. The Option Form has been 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 Department preferences while you report for the Document Verification.

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;

Contd..

4. You will have to bear travelling and other expenses on your journey to and from the place of the 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 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 Document Verification** will be allowed for any candidate under any circumstances. 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. The Commission will not be responsible for late/non-receipt of this letter due to delay in postal transit;

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

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