

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

Annexure-I

Detailed instructions to candidates appearing for Document Verification in respect of Junior Engineers (Civil, Mechanical, Electrical and Quantity Surveying & Contract) Examination, 2017 to be held from 11.07.2018 to 13.07.2018

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

1.1 You should bring 2 copies of recent passport size photograph, **an ORIGINAL ID WITH CLEAR PHOTOGRAPH** as Identity proof such as 1.Passport, 2.AADHAAR Card, 3. Driving Licence, 4. Valid University/College ID, 5. Voter ID Card, 6.PAN Card and 7.ID Card issued by Central or State Govt.

1.2. 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.

1.3. **Educational Certificate (s) i.e. Degree/ Diploma/Provisional Certificate (in original)** from a recognized University **in support of your Educational Qualification** (obtained as on 01.01.2018 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet & Year-wise Mark Sheets (**with overleaf details, if any**) as proof of subjects studied at various levels. The candidates who are able to prove, by documentary evidence that the result of the qualifying examination was declared on or before the cut off date and he/she has been declared passed, will also be considered to have met the required Educational Qualification;

1.4. **Certificate of recognition/approval** given by Distance Education Council, IGNOU/ University Grants Commission in case the degree awarded to you is by Open and Distance Education mode/Deemed Universities/Institutions of National Importance;

1.5. **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: (i) Candidates who wish to be considered against reserved vacancies must submit requisite certificate from the competent authority at the time of Document Verification. Otherwise their claim for SC/ST/OBC/EXs/PH status will not be entertained and their candidature/applications will be considered under UR(General) 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-VI** of the Notice for the Recruitment, which is available in the Commission's website only will be accepted. The crucial date for this purpose will be the closing date for receipt of online application i.e. 17.11.2017.

1.6. **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;**

1.7. **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;

1.8. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable. The post of Junior Engineer being a Group 'B' post, there is no reservation for Ex-Serviceman Category. However, benefit of age-relaxation will be admissible to Ex-Servicemen candidates, as per extant Govt. Orders;

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

1.10. **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. If you do not produce any of the above mentioned documents **in original**, along with **one set of self-attested copies (1set)** of the same, your candidature will be rejected;

3. **You will have to bear travelling and other expenses on your journey to and from the place of the Document Verification.** 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 Office at once indicating your Name, Roll No and Name of the Recruitment.

5. **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.**

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 and Time of Document Verification will be allowed** for any candidate under any circumstance. **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. Canvassing in any form will result in cancellation of your candidature.

9. Since Document Verification is 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, Your candidature will be rejected.