

No.4/40/2010 –SR
Government of India
Department of Personnel and Training
STAFF SELECTION COMMISSION
(Southern Region)

II Floor, EVK Sampath Building
College Road, Chennai- 600 006

Telegram:“STASELCOM” CHENNAI
Telephone:(044) 28251138, 28251139

Date: 28th August,2012

To

Name :

Roll No. :

Subject: Recruitment to the post of Preservation Assistant Grade-I in Botanical Survey of India
(Cat. No.SR-3 of Advt. No.SSC/SR/3/2011).

Dear candidate,

With reference to your candidature for the post of Preservation Assistant Grade-I in Botanical Survey of India (Cat. No.SR-3 of Advt. No.SSC/SR/3/2011), I am to inform that you have been found **provisionally eligible** for being called for interview for the said post as per the following programme:

Interview Date	:	
Reporting Time	:	
Venue	:	Staff Selection Commission (Southern Region) EVK Sampath Building, II Floor, DPI Campus, College Road, Chennai – 600 006.

2. You should bring this call letter (in original) along with the following documents in original, and also the copies thereof, duly attested by a Gazetted Officer, for verification and record. **Please ensure that you possess the Essential qualification(s) as on the crucial date (i.e.) 7.10.2011.**

- 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 mentioned in the Notice for the Recruitment) along with Consolidated Mark sheets /Year-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.
- 2.5. Service Certificate from your Office, as in **Appendix-VI** 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. Complete Discharge Certificate/Pension Payment Order in support of your claim of being in Ex-servicemen category, if applicable.
- 2.7. 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.
- 2.8. 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.
3. If you do not produce any of the above mentioned documents, **in original**, along with 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 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 re-imbursed to and fro II Class Railway fare or bus fare chargeable by the shortest route, provided that the fare of the first 30 kms 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/Panchayat however, will not be eligible for such reimbursement.

6. 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.

7. **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.

8. **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 fulfil 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.

9. **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.

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

11. 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 (SR)