

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

ANNEXURE

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. 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. **Matriculation/Secondary School Examination** or equivalent certificate issued by State/Central Education Board **in support of your Date of Birth**;

1.2. **Educational Certificate (s) i.e. Degree/Diploma/ Higher Secondary Certificate** from a recognized University **in support of your Educational Qualification** (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;

1.3. Certificate of recognition/approval given by Distance Education Council, IGNOU in case the degree awarded to you is by means of Distance Education. 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 Document Verification.

1.4. **SC/ST/OBC/Ex.S/PwD Certificates** obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment;

1.5. **Service Certificate/No Objection Certificate** from your employer in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate and in support of your claim that you have completed three years of regular service on the prescribed date and also the Departmental endorsement/certificate with particulars, duly verified by your Office. Please note that you will not be eligible for being treated as a Departmental candidate, if you have ceased to be in Government service.

1.6. Certificate in support of claim regarding experience, indicating the nature of duties performed and the functions of the Organization where such experience was gained.

1.7. Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable;

1.8. Ex-serviceman candidates should be in a position to establish the fact through documentary evidence from the Competent Authority that he/she would complete specified term of engagement with the Armed Forces and must also acquire the status of ex-serviceman within the stipulated period of one year from the closing date of receipt of applications as stipulated at Para 9 of the Notice of Phase VI/2018/Selection Posts.

1.9 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. 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 said post before joining the initial civil employment.

1.10 Two copies of recent color passport size photographs.

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, you will not be admitted for Document Verification under any circumstances;

3. You will have to bear travelling and other expenses on your journey to and from the place of Document Verification. No contribution will be paid by the Commission. The Commission does not make arrangements for lodging and boarding for the candidates;

4. Any change in your present postal address should be communicated to this Office at once indicating your (i)Name (ii)Roll No.(iii) Name of the Recruitment/Selection Post (Advt. No. & Cat No.) (iv)Post applied for and (iv) New Address.

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.** 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;

6. **No change in Date, Time & Venue for Document Verification will be allowed** for any candidate under any circumstance. **In case you fail to attend the same, 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;

7. 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 Document Verification and your candidature will be summarily rejected.
