

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

ANNEXURE- I

1. You should bring the Call Letter and the following documents/certificates, 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, your candidature will be rejected during Document Verification. Please ensure that you possess the Essential Educational Qualification(s)/Experience as on the crucial date (i.e.) 01.01.2020.

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 Qualification Certificate(s) i.e. Degree/Diploma/Higher Secondary/Matriculation Certificate** from a recognized University **in support of your Educational Qualification** (obtained before the crucial date (i.e) 01.01.2020 mentioned in the Notice for the Recruitment) along with Consolidated Mark Sheet/Year-wise Mark Sheets/Provisional Certificate (with overleaf details, if any) in proof of subjects studied at various levels;

1.3 If candidates claim that their Educational Qualifications are **EQUIVALENT** to the prescribed Essential Qualifications, it is responsibility of the candidates to submit necessary Documents/Certificates (Order/letter with Number & Date) in support of equivalence, issued by the Government of India/State Government or by the Competent Authority from their Educational Qualification has been obtained, failing which their candidature will be rejected. It may be noted that Equivalency will not be allowed in case it is not mentioned in the prescribed EQ for any category of the post in the Notice.

1.4. 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.

1.5. **SC/ST/OBC/EWS category 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/EWS/ESM/PwD status will not be entertained.

(ii) **OBC** certificate in the prescribed format indicating the Creamy Layer status as on the crucial date obtained in the Central Government format only will be accepted. The crucial date for this purpose will be closing date for receipt of applications ie. **20.03.2020 as per Annexure-VII** of the Notice for the Recruitment, which is available in the Commission's website. Candidates may also note that their candidature will remain provisional till veracity of the concerned document is verified by the Appointing Authority.

1.6 Persons with Disabilities (PwD) Certificate in the required format, if applicable.

1.7 **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.

1.8 For Ex-Servicemen (ESM) candidates, the following certificates requires to be submitted:-

- (i) Undertaking as per Annexure IX (A)
- (ii) Serving Defence Personnel Certificate as per Annexure IX, if applicable Complete **Discharge Certificate/Pension Payment Order** in support of your claim to belong to **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 application ie., 20.03.2020.
- (iii) Ex-Servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
- (iv) In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.9. **Service Certificate** from your employer, as in **Annexure-X** of the Notice for the Recruitment (in case you are seeking age relaxation as Central Government Civilian Employee/Departmental candidate). Further, Declaration as per **Annexure -X(A)** should be submitted at the time of Document Verification. Please note that you will not be eligible for being treated as a Departmental candidate, if you have ceased to be in Government service.

1.10 **No Objection Certificate** from the Employer in case already employed in Government/Government Undertaking should be submitted at the time of verification of documents failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

1.11. Certificate in support of claim regarding experience, indicating the nature of duties performed and the functions of the Organization where such experience was gained. **The posts where experience is required, such experience must be acquired after completing educational qualification as specified for the concerned post.**

1.12 A Candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc the following documents shall be submitted;

(1) 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;

(2) 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.

(3) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

(4) 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.

1.13 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 (1 Set)** of the same, your candidature will be rejected during Document Verification.

3. **You will have to bear travelling and other expenses on your journey to and from the place of 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 (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.**

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 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;

8. 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.

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
