

Annexure to Call Letter

1. You should bring this Call Letter and also the following documents, in original, for verification and submit one set of self-attested copies of the same for record:-

- (i) **Matriculation** or equivalent certificate **in support of your Date of Birth;**
- (ii) **12th Standard or equivalent certificate** from a recognized Board or University (obtained before 01.08.2015) along with mark sheet **in support of your Educational Qualification;**
- (iii) Certificates issued by the Competent Authorities, in the format as prescribed in the Notice of the Recruitment in support of your claim belonging to **OBC/SC/ST/ExS/PH categories;**
- (iv) Complete **Discharge Certificate/Pension Payment Order** in support of your claim of being in **Ex-servicemen** category, if applicable; Those who are due for release from service during the period 08.09.2015 to 07.09.2016 are also eligible for Age-relaxation.
- (v) **No Objection Certificate (NOC) from your present employer**, if you are a Central Government Civilian Employee and have claimed age relaxation. [Please note NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce the NOC];
- (vi) **Two copies of recent passport size photograph** (no attestation required).
- (vii) Any one Photo-bearing Identity Card, viz., Aadhaar Card, Ration Card, College I/d

etc.

IMPORTANT NOTE: The OBC certificate should have been obtained within 3 years before the closing date for receipt of application. The Commission has decided to accept OBC Certificate in prescribed format issued after the closing date of receipt of application but issued upto 180 days. That is **OBC certificate issued between 08.09.2012 and upto 05.03.2016 only will be accepted.** It may be ensured that the OBC certificate in Central Govt. format is obtained. Candidates submitting OBC certificates which are not in the prescribed format or issued beyond the validity period will be treated under UR category, if otherwise eligible.

2. Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/Ex-S/PH(PWD) status.

3. If you do not produce any of the above-mentioned documents in original along with self-attested copies of the same, you will not be admitted for the Skill Test under any circumstances.

4. The Commission has introduced Online Document Verification System at the time of Skill Test, during which you can exercise option in the order of preference for various departments. The Option Form will be uploaded on the website of this Regional Office, sscsr.gov.in which may be downloaded and filled in for you to come prepared with the option preference while you report for the Skill test.

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

6. Any change in your present postal address should be communicated to this Office at once indicating your Roll No., name of the recruitment and the post applied for.

7. Your candidature is provisional. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement. 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 in question. 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.

8. No change in date/batch will be allowed for any candidate under any circumstance.

9. Please note that the fact that you have been called for the Skill Test does not confer on you any right to be treated as eligible for selection/appointment.
