

Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training
STAFF SELECTION COMMISSION
(Southern Region)

2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai-600 006

No.11/6/2012-SR

Dated the 30th October, 2012

To

Roll No.
Name:
Address:

Subject: Combined Graduate Level (CGL) Examination, 2012 – Conduct of **Computer Proficiency Test (CPT) for the post of Assistant in CSS** -regarding.

Dear Candidate,

On the basis of the results of written part of the Combined Graduate Level Examination, 2012, I am to inform that you are hereby admitted for Computer Proficiency Test (CPT) for the post of Assistant in CSS, on provisional basis. Instructions to the Candidates for CPT are available at the website of the Commission, ssc.nic.in.

2. Venue, Date and your Reporting Time for the CPT are as follows:-

| | | | |
|-----------|---|----------------|--|
| Date | | | |
| Batch No. | | Reporting Time | |
| Venue | M/s Coalesce Technologies Pvt Ltd., New No.1, Old No.116, Anna Salai, Behind IDBI Bank, Little Mount, Chennai-600 015 | | |

3. The Scheme of the CPT for the Assistant in CSS will be as under:-

| Trial Test | Actual Test | | | Handwriting Passage |
|------------|--|-------------------------|--------------------------------|--|
| | Module-I [Word Processing] | Module-II [MS Excel] | Module-III [MS Power Point] | |
| 5 minutes | 2000 Key Depressions in 15 minutes | 15 minutes | 15 minutes | One paragraph of about 50-60 words from the Data Entry Passage |

4. It may be noted that the CPT is being held for all three modules in English only.

5. You should bring this Call letter and also the following documents in original for verification and submit copies of the same, duly attested by a **Gazetted Officer** for record:-

- (i) Matriculation or equivalent certificate in support of your Date of Birth;
- (ii) Graduation/Degree Certificate or equivalent certificate from a recognized University (obtained before 01.08.2012) alongwith Consolidated Mark Sheet/Individual Mark Sheets;
- (iii) Certificates issued by the Competent Authorities, in the format as prescribed in the Notice of the Recruitment in support of your claim to belong to OBC/SC/ST/ExS/PH categories;
- (iv) 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];
- (v) Two copies of recent passport size photograph (no attestation required).

Note: The **OBC certificate** should have been obtained within 3 years before the closing date (20.04.2012) or the date of the CPT. It may be ensured that the OBC certificate in Central Govt. format is obtained. Candidates submitting OBC certificates which are not in format or issued beyond the validity period will be treated under UR category, if otherwise eligible.

6. If you do not produce any of the above-mentioned documents in original alongwith attested copies of the same, you will not be admitted for the CPT under any circumstance.

7. You should submit an **ATTESTATION FORM** duly filled in triplicate and submit the same on the day of the CPT. The attestation form is available under the head 'FORMS' in Candidates Corner on the Commission's website ssc.nic.in.

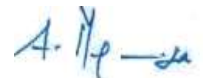
8. You will have to bear travelling and other expenses on your journey to and from the place of the Test. No contribution will be paid by the Commission. The Commission does not also make arrangements for lodging and boarding for the candidates.

9. 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.

10. 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.

11. No change in batch will be allowed for any candidate under any circumstances.

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



Deputy Director