

No.4/48/2010 –SR
Government of India
Department of Personnel and Training
STAFF SELECTION COMMISSION
(Southern Region)

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

Date: 28th December, 2012

Telephone:(044) 28251138, 28251139

To

Roll No.	«RollNo»
Name with Address	

Subject: Recruitment to the post of Botanical Assistant in Botanical Survey of India (Cat. No.SR-B-2 of Advt. No.SSC/SR/1/2012).

Dear candidate,

With reference to your candidature for the post of Botanical Assistant in Botanical Survey of India (Cat. No.SR-B-2 of Advt. No.SSC/SR/1/2012), I am to inform that you have been found **provisionally shortlisted** for being called for interview on the basis of marks obtained in Master's degree prescribed for the said post. The short listing criteria for various categories of candidates being called for interview is 80% & above for UR; 75% & above for OBC and 65% & above for SC vacancy. The interview will be held as per the following programme:

Interview Date : **17th /18th January, 2013 (Thursday/Friday)**
Reporting Time : **9.00 A.M. / 11.00 A.M.**
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 along with the following documents, in original, and also **two copies** thereof, duly **attested** by a Gazetted Officer, for verification and record. **In case of failure to produce the following documents, you will not be admitted for the Interview. Please ensure that you possess the Essential qualification(s) as on the crucial date (i.e.) 28.5.2012.**

- 2.1. Matriculation / High School /equivalent certificate, issued by the State /Central Education Board (*not by the Principal/Headmaster of the School Institution where studied*), showing your date of birth (in Christian Era).
- 2.2. Degree/Provisional Certificates in support of your educational qualification as indicated in the Recruitment Notice, as on the crucial date viz. **28.5.2012**, and consolidated or year-wise/ semester-wise mark sheets pertaining to all the years of each course indicating the subjects studied in each year, as claimed in your application or the bio-data form.

- 2.3. Certificates concerning your Degree course including Transfer Certificate/Course completion certificates, if any, and certificates in support of your **Technical/Professional Qualification**, if any, and marks sheets pertaining to all the years of each course indicating the subjects studied in each year, as claimed in your application or as may be claimed in the bio-data form.
- 2.4. **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.**
- 2.5 SC/ST/OBC/Ex-Serviceman Certificates obtained within the stipulated period from competent authorities, in the prescribed format as given in the Notice for the Recruitment in support of your claim of being SC/ST/Ex-serviceman, if applicable.
Note: The **OBC** Certificate should have been **obtained within 3 years before the closing date (28.5.2012)/date of interview**. It may be ensured that the OBC certificate (indicating the Creamy Layer status), is obtained in the Central Government format (i.e.) as per Appendix-IV of the Notice of Recruitment, which is available in the Commission's website. Candidates submitting OBC Certificate which is not in format or issued beyond the validity period will be treated under UR category, if otherwise eligible.
- 2.6 In case of Central Government Civilian Employee/Departmental candidate and claiming age relaxation, certificate from the Department 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.
- 2.7 Certificates in support of your claim regarding participation in extra-curricular activities/games/sports, etc.
- 2.8 Certificates in support of claim regarding experience, indicating the nature of duties performed and the functions of the organization where such experience was gained.
3. You should submit the enclosed **bio-data form (in original)** duly filled in with photograph affixed in the space meant for the same. In addition to the above, you may also bring **4 photocopies** of the duly filled in bio-data form and submit all the **5 copies (i.e., original + 4 photocopies)** and one passport size photograph 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).

4. If you do not produce any of the above mentioned documents in original (along with their attested copies) which are required for determining eligibility for the interview in question, except the documents mentioned against Nos.2.7 and 2.8, you will not be admitted for the interview under any circumstances whatsoever and no further opportunity will be accorded to take the interview. However, the documents against Nos. 2.7 and 2.8 are required to be produced in support of your claim, if any, made in your original application as may be made in the Bio-Data form, failing which your claim will not be taken into account.

5. **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 will not, however, be eligible for such reimbursement.**
6. Any change in your present postal address should be communicated to this office immediately, indicating your Roll No., name of the examination and the post applied for and the new 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 Recruitment. **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. Please note that the date, time, and venue of interview is final and no request for change will be entertained. **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 is not fulfilled,
you will not be admitted for the interview.**

Yours faithfully,

Deputy Director (SR)