

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

**ANNEXURE**

1. You should bring the Call Letter and the following documents, **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, 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.) **01.08.2024**

1.1. **Date of Birth as recorded in the Matriculation/Secondary School Examination Certificate** only will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted;

1.2. **Educational Certificate (s): Matriculation or equivalent certificate from a recognized Board in support of your Educational Qualification** (obtained before the crucial date (i.e) **01.08.2024** mentioned in the Notice of the Recruitment). It is reiterated that the result of required educational qualification must have been declared by the Board/University by the specified date. Mere processing of the result by the Board/University by the crucial cut-off date does not fulfill the EQ requirement.

1.3. Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

1.4. **SC/ST/OBC/EWS/PwD/ESM 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 and their candidature/application will be considered under Unreserved (UR)/relevant Category.

(ii) **OBC** certificate in the prescribed format indicating the Creamy Layer status as on the crucial date obtained in the Central Government format i.e. **03.08.2024** (As per Corrigendum dated 31.07.2024) as per **Annexure-IX** of the Notice for the Recruitment, which is available in the Commission's website only will be accepted.

iii. A person seeking appointment on the basis of **reservation to EWS** must ensure that he/she possesses the caste/ community certificate. Candidates claiming to belong to EWS category must ensure that they do possess INCOME & ASSEST CERTIFICATE valid for the Financial year 2024-25 issued on the basis of Income for the Financial Year 2023-24 issued by Competent Authority in the prescribed format **as per Annexure-X**.

1.5. Persons with Disability (PwD) Certificate in the required format, if applicable.

1.6. **The PwBD/PwD candidates who have availed the facility of Scribe/passage reader and/or Compensatory time must produce relevant documents for their eligibility of Scribe/Compensatory time at the time of Document Verification.** Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

1.7. For Ex-Servicemen candidates, the following certificates requires to be submitted:-

- (i) Undertaking as per Annexure VII of Notice for the Recruitment.
- (ii) Serving Defence Personnel Certificate as per Annexure VI, if applicable
- (iii) Discharge Certificate in support of your claim of being in 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 i.e. by 03.08.2025 from the closing date of receipt of applications i.e. 03.08.2024.
- (iv) 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. 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 Multi Tasking (Non-Technical) Staff, and Havaladar CBIC & CBN, 2024) Examination before joining the initial civil employment.
- (v) In case you are a disabled Defence/BSF personnel, necessary Disability Certificate from the Competent Authority;

1.8 Relevant certificate, if seeking any age relaxation.

1.9 No Objection Certificate, in case already employed in Government/Government Undertakings;

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

- (i) 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;
- (ii) 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.
- (iii) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- (iv) 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.

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, you will **NOT** be admitted for the Document Verification under any circumstance and your candidature will be **rejected**;

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 during Document Verification indicating your Name, Roll No and Name of the Recruitment.
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 and Venue of Document Verification will be allowed** for any candidate. **In case you fail to attend the Document Verification, 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 Document Verification.***