

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

**ANNEXURE**

1. You should take the Call Letter and the following documents/certificates, in **ORIGINAL**, for verification **AND** submit **one set of self-attested copies** of the documents/certificates. In case of failure to produce the following documents, your candidature will be rejected during Document Verification. **The crucial date for determining of age limit and possession of Essential Qualifications (EQs)/ Experience will be 01.01.2024 and 18.03.2024 respectively.**

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

**1.2. Educational Qualification Certificate(s) i.e. Degree/Diploma/Higher Secondary/Matriculation Certificate** from a recognized University **in support of your Educational Qualification** (crucial date (i.e.) 18.03.2024 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.** It may be noted by the candidates that Equivalency will not be allowed in case it is not mentioned in the prescribed EQ for any category of post in the Notice. In case Equivalency is allowed in the Recruitment Rules, it is the responsibility of the candidates to submit the 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, as mentioned in the post details against the particular category(ies) of post(s) in the notice, from which he/she obtained the Educational Qualification, failing which his/her application shall be rejected..

**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. As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8)(v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. However, B.Tech. Degree/Diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable. 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 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. **18.03.2024 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.

(iii) EWS applicants seeking reservation shall invariably submit the requisite Certificate as per Format at **Annexure-XI** from Competent Authority (Appendix-I of the Notice), as and when called for by the Commission/User Department otherwise their claims for reservation etc. shall not be considered. The crucial date for submitting the income and asset certificate by the candidate may be treated as the closing date for receipt of online application (i.e. 18.03.2024). The EWS certificate should be for the Income Assessment Year 2022-2023 and validity year must be 2023-24. **The Assessment Year and Valid Year must be clearly mentioned by the issuing authority in relevant places of the certificate.** Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

1.6. Persons with Disabilities (PwD) Certificate in the required format as indicated in Recruitment Notice of Phase XI/2023/Selection Posts as per Format [Annexure-VIII (Form-V)/(Form-VI)/(Form-VII)] if applicable.

**1.7. The PwD candidates who have availed the facility of Scribe and/or Compensatory time must produce relevant documents (Annexure I-A, Annexure I-B, Annexure II-A, Annexure II-B and Annexure VIII) 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 are required to be submitted:-

- (i) Declaration as per format 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. 18.03.2024.
- (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, 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 and 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 by the candidates after completing educational qualification as specified for the concerned post. Further, internship, training, research experience, etc gained in the course of acquiring an educational qualification will not be counted as experience even after the same has been acquired after the completion of his/her educational qualification.**

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, you will **NOT** be admitted for Document Verification under any circumstances.

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

4. Any change in your present postal address should be communicated at the time of Document Verification indicating (i) Name (ii) Roll No. (iii) Name of the Recruitment (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, suitability or the genuineness of documents (Candidature is not proven), 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 and Venue for Document Verification will be allowed** for any candidate under any circumstance. **In case you fail to attend 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 the Document Verification.***

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**Checklist for Document verification**

At the time of Document Verification, candidates will have to produce the following original documents:

1. Matriculation/ Secondary Certificate.
2. Educational Qualification Certificate, as per the requirement of the Post category applied for.
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.
4. Experience Certificate, if required for the post.
5. Caste/ Category Certificate, if belongs to reserved categories.
6. Persons with Disabilities Certificate in the required format, if applicable.
7. Requisite Certificate for Ex-Servicemen (ESM):
  - 7.1. Serving Defence Personnel Certificate as per Annexure-IX, if applicable.
  - 7.2. Undertaking as per Annexure-IX (A).
  - 7.3. Discharge Certificate, if discharged from the Armed Forces
8. Relevant Certificate if seeking any age relaxation.
9. No Objection Certificate, in case already employed in Government/ Government undertakings.
10. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the documents shall be submitted as mentioned in Para 1.12 (1) to (4), whichever is applicable.
11. Any other document specified in the Admission Certificate for Document Verification.