

**Registered Post**

Government of India  
Staff Selection Commission (Central Region)  
Department of Personnel & Training

Address: 8 A-B, Beli Road, Allahabad

Dated:

To

Roll No.

Name:

Address:

Sub: ----- Examination,----- (Posts of ----- etc).-Reg.

With reference to your candidature for the Examination above, I am to inform you that on the basis of the results of the written examination declared by the Commission, you have been found **provisionally** qualified for being called for interview/personality test. Accordingly, you are requested to present yourself for the interview/personality test as per following programme:

**Interview Date** -

**Reporting Time** - 08.00 A.M.

**Venue** -

2. You should bring this Call Letter (in original) alongwith the **following documents**, in original, and also the copies thereof, duly attested by a Gazetted Officer, for verification and record respectively:-

- i) Matriculation/ High School/ Higher Secondary School/ equivalent certificate, issued by the State/ Central Education Board and **not** by the Principal/ Headmaster of the School/ Institution where studied, showing your date of birth (in Christian Era)
- ii) All other **certificates/ diplomas** in support of your educational/ technical/ professional qualifications and subjects studied at various levels; **and marksheets** pertaining to all the years of each course indicating the subjects studied in each year, as claimed in your application or the bio-data sheet.
- iii) Certificates in support of claim regarding **experience**, if any, indicating the nature of duties performed and the functions of the organization where such experience was gained.
- iv) Certificates/ documents (issued by the Competent Authorities and in the format as prescribed in the Notice of Examinations) in support of your claim of being SC/ST/OBC/Ex-serviceman /Physically Handicapped.
- v) Complete Discharge Certificate in support of your claim of being in Ex-serviceman Category (if applicable).
- vi) Certificate from the Department (in case you are a Departmental candidate) in support of your claim that you have completed three years regular service on the prescribed date and also the Departmental endorsement/ certificate with particulars, duly verified by your office, in case age relaxation has been sought or claimed accordingly.
- vii) In case you are a disabled Defence/ BSF personnel, necessary Disability Certificate from the Competent Authority.
- viii) Certificates in support of your claim regarding participation in **extra-curricular activities/ games/ sports** etc.
- ix) 4 copies of the enclosed **Personal Bio-data sheet**, (5 in case of SC/ST candidates) duly filled in, with recent Passport size photograph affixed and signed by you.
- x) Three identical passport size photographs, in addition.

3. In case you are already in Government service/ Department and your application has not been forwarded through proper channel, a "No Objection Certificate" from your present employer to this effect, should also be produced.

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. viii to x, 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 No.viii are required to be produced in support of your claim mentioned therein, failing which your claim will not be taken into account.

5. **No traveling or other expenses** will be paid by the Commission for attending the interview. However, 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 and under the Central/ State Government, Corporation, Public Sector Undertakings, local Government institutions/ panchayat will not, however, be eligible for reimbursement.

6. **Any change in your present postal address** should be communicated to this office at once showing your Roll No., name of the examination and the post applied for and the changed 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), communication skills 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 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**. The fact that you have been called for interview does not confer any right 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 **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.

Yours faithfully,

Regional Director(CR)