

Government of India
STAFF SELECTION COMMISSION (NWR)
D/o Personnel & Training
M/o Personnel, Public Grievances & Pensions
KENDRIYA SADAN, SECTOR – 9A
CHANDIGARH – 160009

No. 55/12/2013/DEO/NWR

Dated: 29.09.2016

To

As per list vide Notice No. **55/12/2013/DEO/NWR** dated 29.9.2016 uploaded on the website of SSC (NWR)

Subject:- Recruitment for the post of Data Entry Operator Gr. B in Labour Bureau, Chandigarh (advertised vide cat. No. NWR-5 of Advertisement No. SSC/NWR-04/2013) –Document Verification of candidates who have been shortlisted on the basis of the written examination held on 23rd July, 2016 –regarding

Dear Candidate,

Based on the marks secured by the candidates in the above mentioned Examination, the candidates are shortlisted for Document Verification (DV) in the order of merit in the ratio of 1:3 i.e., three candidates for one vacancy in each category subject to minimum qualifying marks prescribed. In respect of common candidates who have appeared for the examination from another Region, the marks secured by them are taken into account for the posts applied for them in this Region. The DOCUMENTS VERIFICATION of the candidates, who actually appeared in the above written examination, would be carried out before considering their candidature for the post applied for. You are, therefore, requested to appear at the North Western Regional Office of the Commission along with your ALL ORIGINAL DOCUMENTS/CERTIFICATES for VERIFICATION OF RECORDS on the date and time mentioned as per notice No. **101/8/2014-Sel/NWR** dated 28.9.2016 uploaded on the website of SSC (NWR) [www.sscnwr.org] at the below mentioned address:-

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2. Candidates should go through the Recruitment Notice carefully and ensure that they fulfill all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/ Experience/ Caste/Category etc. as indicated in this Notice. Candidature of candidates not meeting the eligibility conditions is liable to be cancelled at any stage of the recruitment process without any notice.

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3. The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents during verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against such rejection of candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.
4. You should bring this Call Letter along with the following documents in original and also one self-attested copy thereof, 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 i.e., Degree/Masters' Degree/Diploma etc., in support of your educational /technical/professional qualifications and subjects studied at various levels and 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 sheet.
 - (iii) In case you are appearing as a Departmental candidate, necessary certificate in support of qualifying period of service / NOC from the Department concerned.
 - (iv) The Category Certificate issued by the competent Authority should be in the format as prescribed in the Notice of Examination in support of your claim, viz., OBC/SC/ST/PH. Candidates claiming OBC status may note that certificate on Creamy Layer Status should have been obtained within three years before the Closing Date i.e. 15.11.2014. The Commission has decided to accept OBC Certificate, in the prescribed format, issued after the closing date but before the last tier of the examination, as the case may be, as valid proof of belonging to non creamy layer of OBC.
 - (v) Certificates in support of claim regarding experience, indicating the nature of duties performed and the functions of the organization where such experience was gained.
5. If you do not produce any of the above mentioned documents, you will not be admitted for the Document Verification under any circumstances, whatsoever, and no further opportunity will be accorded.
6. No Travel expenses or any other expenses will be paid by the Commission for attending the Document Verification.
7. Any change in your present postal address, mobile number, e-mail address should be communicated to this office at once, showing your Roll Number, name of the Examination/Selection (Advt.No. & Cat.No.) the post applied for and the changed address, mobile number and e-mail address.

8. **Your candidature is PROVISIONAL.** You must therefore ensure that you fulfill all the conditions of eligibility including the Essential Qualifications as 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 Document Verification does not confer any right to be treated as eligible 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. If any discrepancy is found in marks or short listing due to any error or omission, the Commission reserves right to revise the list of shortlisted candidates at later stage.

9. Please note that date, time and venue of Document Verification is final and no request for change will be entertained. 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" without any further notice. No further correspondence will be entertained in this regard.

10. Candidates who do not appear before the Commission for Documents Verification, their candidatures **would not** be considered for the post applied for and also liable to be cancelled without any Notice to them.

11. You are, therefore, requested to appear before the Commission for Documents Verification as per the programme mentioned above.


ASSISTANT DIRECTOR
29.09.2016