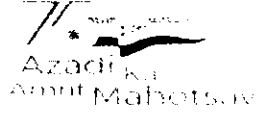


**DOCUMENT VERIFICATION CALL LETTER**



**F. No. S. 600001/16/2022/SP  
Dt. 09/02/24**

भारत सरकार  
कर्मचारी चयन आयोग  
(कर्नाटक-केरल क्षेत्र), प्रथम तल, ई-विंग,  
केंद्रीयसदन, कोरमंगला  
बेंगलूर - 560034  
फोन: 080-25527342/25502520  
टेली फेक्स: 080-25520653  
वेबसाइट: <http://ssckkr.kar.nic.in>

भारत सरकार  
कर्मचारी चयन आयोग  
(कर्नाटक-केरल क्षेत्र), प्रथम तल, ई-विंग,  
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Government of India  
Staff Selection Commission,  
(Karnataka – Kerala Region),  
First Floor, 'E' Wing,  
Kendriya Sadan, Koramangala,  
Bengaluru – 560 034.  
Phone:080-25527342/25502520  
Tele – Fax: 080-25520653  
Website: <http://ssckkr.kar.nic.in>

**Subject: Selection Posts Phase-XI - Examination, 2023, conduct of Document Verification - Reg.**

Dear Candidate,

With reference to your candidature for the Selection Post Phase-XI Examination, 2023, on scrutiny of hard copy of application along with documents, received after declaration of results of Computer Based Examination you are found provisionally eligible for the above mentioned post. You are hereby directed to appear for the Document Verification as per the following schedule:

|                               |   |                |                 |                                     |                    |
|-------------------------------|---|----------------|-----------------|-------------------------------------|--------------------|
| Name of the candidate         | <b>SARAVANAKUMAR</b>  |                |                 | Gender                              | <b>Male</b>        |
| Name of the post              | <b>COURT MASTER</b>   |                |                 | Post Code.                          | <b>KK10623</b>     |
| Roll No.                      | <b>8313008811</b>   | Category       | <b>OBC</b>      | Date of Birth                       | <b>05/Jun/1993</b> |
| Date of DV                    | <b>29/Feb/2024</b>  | Reporting Time | <b>10.00 AM</b> | Please paste your latest photograph |                    |
| Name and address of the venue | <b>Customs Excise &amp; Service Tax Appellate Tribunal, West Block 2, RK Puram, New Delhi – 110 066</b> |                |                 |                                     |                    |

2. Call letter will not be sent by Post. You should bring this downloaded Call Letter along with the following documents, in original and also one self-attested copy thereof, for document verification and record:-

- (i) Matriculation/ Secondary 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) Educational Qualification Certificate, as per the requirement of the Post-category applied for. All individual mark sheets of all semesters/years, indicating clearly the subjects studied in every semester/year in proof of your possessing the prescribed educational qualification for the post.
- (iii) Experience Certificate, if prescribed for the post.
- (iv) Caste/ Category Certificate, in support of your claim for benefit or reservation or for age relaxation, for consideration for reserved vacancies.

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/PwD/EWS.

- OBC candidates must ensure that he/ she possesses
  - the caste/ community certificate and does not fall in creamy layer on **27/03/2023**
  - EWS candidates must ensure that the certificate on Economic status w.r.t income and assets covers the crucial date i.e **27/03/2023**. The EWS certificate should be for the Income Assessment Year 2021-2022 and validity year must be 2022-23 and issued on or after 01.04.2022. **The Assessment Year and Validity Year must be clearly mentioned by the issuing authority on the body of the certificate.**
- (v) Persons with Disabilities Certificate in the required format, where ever applicable.

Important: - The PwD certificate must be in prescribed format (Annexure VIII) as applicable as per the kind of disability) as per the Notice of exam and issued by the Competent Notified Medical Authority, with name, seal etc as specified in the particular format. The certificate must be legible, with no 'overwriting' or correction there upon. In addition the PwD candidates (Non VH/CP) who have availed the facility of Scribes and/ or compensatory time must produce the original relevant document (Annexure -I, II & VIII) for their eligibility to scribe/ compensatory time. Failure to produce such documents will lead to cancellation of their candidature.

(vi) For Ex-Servicemen (ESM):

(a) Complete Discharge Certificate. The date of discharge should be on or before 26.03.2024.

(b) Undertakings/documents on benefit of reservation already availed by them as Ex-Serviceman in any organization

(c) if availed, copy of intimation (with acknowledgement by Employer) given to the concerned Employer about date-wise details of Application 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.

(d) NOC if working in Govt/Govt. Undertaking.

(vii) No Objection Certificate, in case already employed in Government/ Government undertakings.

(viii) For change of name if any, documents as specified in para 17.4.10 of Notice. (Certificate on Marriage/Divorce/Affidavit/paper cuttings of two newspapers etc.as applicable)

(ix) Undertaking on Non-debarment from Commission's examination.

(x) Two latest passport size coloured photographs

(xi) Photo bearing Original Identity Card.

**(xii) In case of any variation in the name of self/candidate's Father/Mother, the candidate must submit explanation with sufficient documentary proof, including ID proof, Affidavit etc for further scrutiny by SSC during DV**

3. If you do not produce any of the above-mentioned documents on the date of DV, your candidature cannot be cleared or will be held "ineligible" for the post.

4. Your candidature is PROVISIONAL. The fact that you have been called for Document Verification does not confer any right to be treated as 'eligible' for appointment to the post. 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/suitability or the genuineness of documents (candidature is not proven), your candidature is liable for cancellation.

5. In case you fail to attend the DV, 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.

6. No TA/DA is admissible for attending DV.

7. Canvassing in any form will result in cancellation of your candidature.

8. **Important:**

**Candidates are directed to check the guidelines/protocol of the State in which DV is held, before starting for DV**

**Candidates are also directed to ensure the following in the light of COVID-19 situation:**

- a) **Properly sanitize before they enter the building and make sure they do not have any symptoms related to COVID-19.**
- b) **Wear Face mask, Face shield, gloves for the hands.**
- c) **Report at the appropriate time.**