

FOR UPSC ENTRY

NO HARD COPY OF CALL UP LETTER WILL BE SEND SEPARATELY

INDIAN ARMY

Fax /Tele : 01822-230127(0900AM-0200PM)

Web : www.joinindianarmy.nic.in

SCN/7801/_____/CU

BY EMAIL ONLY

Selection Centre North
Near DC Chowk
Kapurthala (Punjab)- 144601

_____ 2017

To

Candidates please ensure
Your Roll Number and Name on website

SSB INTERVIEW

COURSE IN THE ARMY

Dear candidate,

1. We are pleased to inform that you are nominated to attend SSB interview for joining the Indian Military Academy / Officers Training Academy. Your Roll No is mentioned against your name in **Excel Sheet (Nominal Roll)** attached with this Call Up letter send through e-mail. Please quote the reference along with your Ser No, Roll No in all future correspondence.

2. You are required to report at Parking Zone outside platform No 1, Kapurthala Railway Station on the **date and time as given below / or at this Centre at _____ hours on the date given below**. Our representative will receive you and arrange your conveyance to the Selection Centre. No late comers will be entertained/ accepted after 1600 hours at the Selection Centre :-

S/No	Date of Reporting	Time of Reporting	Choice	Batches
(a)			Primary	Regular
(b)			Secondary	Absentees

3. For ease of management and better administration of test, **it is advised and expected that you avail opportunity with the 'Regular Batch' utilizing the Primary Choice**. Under exceptional circumstances only, you may decide to report on the date of secondary choice for Absentees batch, in which case you will be required to bring a certificate obtained from the concerned authority as indicated below, enumerating the circumstances under which you could not report for the primary choice. It is clarified that date of Secondary choice may fall before or after the date of Primary choice (**See specimen at Appendix 'L'**):-

(a) **For Educational/ Health Constraints**

Ser No	Circumstances/ Constraints	Certificate to be Signed by
(i)	Educational	Principal/ Head of the Institute
(ii)	Health	Government Medical Officer

(b) **For Social / Administration Constraints**

Place of your residence	Certificate to be Signed by			
	Village	Town	City	Metropolitan
	Sarpanch/ Gram Pradhan	ADM/ SP	DM/ SSP	Commissioner/ IGP/ Mayor

4. You are also required to ensure the following:-

(a) Common Call Up instructions for SSB interviews are available on the above mentioned website. However, a copy of the same is enclosed herewith for your information and compliance. Candidates are required to bring all educational documents in original as mentioned in the Call Up instructions and two self attested photocopies of each documents and hard copy of **this Call up letter and nominal roll**.

(b) In case, **you are appearing in your final semester/year degree exam or your original documents have been submitted for pursuing higher studies, you are required to bring a Bonafide and Custodian Certificate** to that effect on the original letter head duly signed by Principal/ Head of institution including date and month of completion of **your exam and declaration of result**. Please **ensure** that your **final year degree exam is completed on or before _____**. (See specimen at **Appendix 'A' and 'B'** as applicable). Candidates are required to bring at least two photocopies of those documents duly attested by the authority with **which they are deposited**.

(c) **Permanent Body Tattoo(s)** Permanent body tattoos are only permitted on inner face of forearm i.e from inside of elbow to the wrist and on the reverse side of palm/back (dorsal) side of hand. Permanent body tattoos on any other part of the body are not acceptable and **candidates will be barred from further selection**. Tribes with tattoo marks on the face or body as per their existing custom and traditions will be permitted on a case to case basis, in such cases a self certified certificate of undertaking declaring details of all permanent body tattoo(s), is required to be submitted at the time of reporting (Format of certificates are attached **at Appendix 'C', 'D' & 'E'**). Policy of Permanent body tattoos have been uploaded on the official website of Recruiting Directorate. If any candidate having permanent body tattoos in any part of the body **must visit <http://www.joinindianarmy.nic.in> ⇒ Policies ⇒ Policies : Offrs Selection ⇒ Tattoo Policy for SSB interview Candidates** for clarification pertaining to permanent body tattoo issues.

5. **Travelling Allowance (TA)**

(a) Candidates appearing for SSB interview for the first time for a particular type of commission ie permanent or short service shall be entitled for AC-III tier to and fro railway fare or bus fare including reservation cum sleeper charges within the Indian limits. Candidates applying for the same type of commission will not be entitled to travelling allowance on any subsequent occasion. TA money will pay to the candidates through **NEFT** and fwg details required (**See Specimen at Appendix 'J'**) :-

- (a) Name Bank
- (b) Bank details
- (c) A/c No
- (d) IFSC Code

(b) **In case, you fail to produce any requisite documents, you are liable to be returned without being interviewed and NO reimbursement of TA will be made.** It is here clarified that receiving Call Up letter does not make you eligible for SSB interview. Candidates are advised to ascertain their eligibility criteria as per the **notification**.

6. **Testing** . This will last for five days, in two stages excluding the day of arrival. The details are as under :-

(a) **Stage I** . The Stage I testing shall commence at 06:30AM on the first day and will comprise the following :-

- (i) An intelligence Test.
- (ii) A Picture Perception and Discussion Test. (PPDT)

(b) In case you are not Recommended for Stage II, you shall be returned from the Centre in the afternoon of the same day.

(c) **Stage II** . The Stage II tests comprise the following for the next four days :-

- (i) Psychological Tests.
- (ii) Group Test I and II for two days.
- (iii) Interview.

7. **Medical Examination.**

(a) You should be physically fit and free from ailment or any health problem which may hamper your performance in the physical tests/interview.

(b) In case, you qualify in the Stage-II testing, you shall be required to undergo a Special Medical Board (SMB) over the next four to six days. In exceptional and unavoidable circumstances, it may take up to eight days.

(c) In your own interest you are advised to undergo a preliminary medical check-up for wax in ears, refractory error of eyes, fungal infections of skin, eosinophilia, knock knee and flat foot or any other disease before reporting for SSB interview.

Note :- In case you are found unfit in the SMB, you are eligible for Appeal Medical Board (AMB) within 42 days from the date of approval of the SMB. In case, you are found unfit even in the AMB, a final appeal i.e. Review Medical Board (RMB) application has to be submitted within 24 hours of approval of the AMB. Grant of RMB is at the discretion of the Medical Authorities.

8. Administrative Instruction:-

- (a) Free boarding and lodging will be provided to you for the period of your stay at the Selection Centre.
- (b) Candidates will strictly adhere to laid down timings.
- (c) Candidates will not visit testing areas after testing hours.
- (d) Please note that no lunch will be provided by the Selection Centre on the day you report to the Selection Centre.
- (e) Please bring a copy/print out of this letter with you and deposit the same at the Centre on arrival.

9. The conduct of the candidates both in the Selection Centre as well as when visiting outside areas should be gentle Lady like.

10. Any contravention of above orders or any act of indiscipline will invite immediate cancellation of candidature on disciplinary grounds.

11. Cases of serious breach of discipline and conduct will be handed over to civil police and FIR registered accordingly.

12. Candidates are not permitted to use mobile phones during the conduct of tests.

In order to familiarize yourself with the SSB procedure being followed, you are advised to watch the movie "5 Days at SSB" by following links :-

**<http://www.joinindianarmy.nic.in> ⇒ SSB interview procedure & Movie SSB Schedule ⇒
Movie 5 days at SSB.**

**Sd/x-x-x-x-x-
Call Up Officer
Selection Centre North
Kapurthala (Punjab) - 144601
For Officiating Commandant**

Enclosures :-

- (a) Joining Instructions
- (b) Appendices 'A' to 'L'

**JOINING INSTRUCTIONS FOR GUIDANCE AND COMPLIANCE OF CANDIDATES
ATTENDING SERVICE SELECTION BOARD INTERVIEW**

1. **Items to be Brought.** The following items will be required for the interview :-

S/ No	Items	Quantity Required		Remark
		Gents	Ladies	
(a)	Dark colour trouser and light colour shirt	1 set	1 set*	*Suits/Sarees permissible.
(b)	Black Shoes	1 pair	1 pair	
(c)	Neck Tie	1	1	Optional
(d)	Winter Wear	1	1	Seasonal requirement during winter
(e)	White shorts & T-shirts	1/2 sets	-	For GTO tests
(f)	Track Suit	1*	2 set @	* For winters only @ May wear appropriate indian dress
(g)	Sports Shoes	1	1	Preferably white
(h)	Socks	1/2 Pair	1/2 Pair	
(i)	Writing material (pen (blue/black), Pencil, eraser A4 size white paper (10 Nos)	Adequate quantity	Adequate quantity	
(j)	Passport size colour photograph in light shirt	20 copies	20 copies	Background of the photo should be white
(k)	Toilet Items	As required	As required	
(l)	Lock and key for safety of personal belongings			

2. **Cash and Valuables.** A maximum of Rupees One Thousand over and above what is required for travelling expense may be carried. No valuables should be carried. Safe custody of cash and valuables will be the responsibility of the candidate.

3. **Documents.** Please bring the following documents at the time of reporting at this centre along with two photocopies each duly attested by a Gazetted Officer and adhere to the instructions with regard to the documents as given below :-

- Matriculation/Higher Secondary or equivalent pass certificate for verification of your date of birth. (No other document except Matriculation/Higher Secondary or equivalent pass certificate is acceptable for age proof.)
- Intermediate/10+2 pass certificate.
- Marks Sheet of Matriculation / Higher Secondary or equivalent.
- Marks Sheet of Intermediate/10+2 examination.
- Semester/Year wise independent marks sheets of Graduation/Post Graduation. (For Graduation/Post Graduation entries.)
- Degree/Provisional Degree Certificate. (For Graduation/Post Graduation entries.)
- NCC 'C' Certificate. (For NCC/NCCW entries.)
- Certificate of Registration with the Bar Council of India/State. (For JAG entries.)
- UPSC admit card. (For UPSC entries.)
- Identity Proof with photograph (any one of School/College ID Card), PAN Card, Voter ID Card, Passport, Driving License etc. (In case of candidates of NDA/10+2 (TES) entries, a certificate with photograph issued by Principal as proof of identity.)
- 20 Passport size photograph with white background.

Attention :- In case, you fail to produce any requisite document in ORIGINAL, as mentioned above at the time of reporting, you are liable to be returned without being interviewed and NO reimbursement of TA will be made.

Instructions for Lady Candidates In case a lady candidate is married (except who are issueless divorcee/issueless widow/widow of defense personnel), she is not eligible, and need not report for SSB interview. The Call Up letter may be treated as cancelled.

Important Note :-

- In case the result of final year/semester exam is awaited, the candidate will be required to submit a bonafide certificate obtained from the head of the institution on his original letter head, stating the current status of the candidate; date of completion of final year exam and declaration of result. **(See specimen at Appendix 'A')**
- For final year students only** - If you are studying in final year of degree course, you are required to bring a certificate obtained from the head of the institute / College/ University stating that you are studying in final year of degree course and going to appear in the final examination during _____ failing which you will not be interviewed by SSB. **(See specimen at Appendix 'F')**

- (c) **Candidates who have submitted their Certificates and Marksheets in College/ University for Pursuing Higher Studies.** Please bring a bonafide custodian certificate along with certified true copies of those documents. (See specimen at Appendix 'B')
- (d) **Risk Certificate Applicable to NDA / TES / 10+2 (Tech) Candidates.** You will bring Risk Certificate. (See specimen at Appendix 'G')
- (e) **No Claim Certificate** - Required to be submitted by the candidates for Graduation/ Post Graduation entries. (See specimen at Appendix 'H').

For Attention of Candidates :-

- (a) You are required to bring original NCC 'C' Certificate (Army / Navy / Air Force Wing) with one attested copy, if competing against reserved vacancies for NCC 'C' Certificate holders.
- (b) Bring certified true copy duly authenticated/signed by the competent authority of every achievement you have obtained in the field of NCC, Games, sports and other extra curricular activities.
- (c) Candidates declared successful in the SSB interview are required to submit at the earliest a photocopy duly attested by Class-I Gazetted Officer of all such provisional degree / degree certificate, acquired after the SSB interview to the Director General of Recruiting, Integrated Headquarters Ministry of Defence (Army) West Block - III, R K Puram, New Delhi - 110066.
- (d) Candidates are further advised that documents already verified at Selection Centre need not be submitted again to IHQ MoD (Army). In case of loss of such documents, the onus will entirely rest upon the candidate.

4. **Travelling Allowance (TA).**

- (a) TA is admissible for the shortest route only.
- (b) AC III Tier fare (including reservation-cum-sleeper charges) by main route from home station to Kapurthala and bus fare from home to the nearest railway station (if not connected by rail) will be paid as per government rates on production of tickets.
- (c) No re-imbursement of rail / bus fare reservation-cum-sleeper charges will be permitted in the absence of original travel documents.
- (d) You are entitled to TA when you attend the SSB interview for a commission for the first time. Such allowance is not admissible for second or subsequent attempts for the same type of commission. (See Specimen at Appendix 'J').

Caution

You are liable to forfeit travelling allowance if you fail to :-

Meet the eligibility criteria and educational qualifications as required. Produce the original documents as given in the instructions. Produce ID proof as mentioned in the instructions.

5. **Change of Address** - Change of address, if any, after submission of application will be intimated to Directorate General of Recruiting (Rtg-6), Adjutant General's Branch, IHQ of MoD Army Headquarters, West Block - III, R.K. Puram, New Delhi-900108, c/o 56 APO and **this centre**. (See specimen at Appendix 'K')

6. **Warning**. A candidate should withhold his move if he is a resident of Kapurthala, his permanent address is Kapurthala or has a guardian/relative/friend serving in this Selection Centre or his unit is located in Kapurthala (For serving candidates only), intimate this centre immediately the particulars of the person concerned and await further instructions. Any attempts made by candidate, his relatives or friends to influence the members of Services Selection Board in his favour either verbally or in writing will result in his name being removed from the list of candidates. In all matters of discipline, the Centre Commandant will be the final authority and no appeal against his decision will be entertained.

7. **Compensation**. Government is not responsible for any compensation to the candidates or to their guardians/heirs for injuries sustained by them during the period of testing. However, facilities exist to attend to the candidates falling sick or sustaining injuries during their stay at the Centre

8. **Correspondence**. In all correspondence, please quote this letter No and date, UPSC Roll No, Name of the Entry, registration number and full postal address. Email + Contact Number.

9. **Service personnel only**. In case you are already serving in the Army/Navy/Air Force, this letter will be put up to your Officer Commanding and your move in connection with this interview will be treated as temporary duty under the provisions of TR-1 92 (f) (ii). As such, you will bring a return journey railway warrant for your journey. You are required to bring one set of uniform.

10. **For Information of Officer Commanding Unit.**

- (a) In case, the candidate has been posted out of your Unit, please, forward this letter to his present unit immediately, under intimation to this Centre.
- (b) Copies of movement order and DO Part II will not be endorsed to this Centre Separate movement order will be issued to every individual required to report to this Centre.
- (c) In case, the individual cannot present himself for interview, this Centre should be informed immediately.
- (d) No Arms and Ammunition will be carried by the candidate.

- (e) Candidates will be in possession of free return railway warrant, Identity Card and Health Record Card.
- (f) Candidates are required to bring one set of uniform.
- (g) Apprise this Selection Centre immediately in case your unit is deployed in Kapurthala.

11. **Physical Conditioning** - Candidates who qualify the SSB interview and medical examination are advised to follow the under mentioned regimen daily in order to keep themselves in good physical condition at the time of reporting at the Academy :-

- (a) Running 2.4 Kms in 15 Minutes Sit ups-25
- (b) Push ups-13
- (c) Chin ups (minimum 06)
- (d) Rope Climbing (3 to 4 Meters)

12. Candidates reporting for their SSB should take care of the following medical points failing which he/she is liable for rejection :-

(a) **Ideal Age, Height and Weight (Male)** :- It should be within permissible limits (+ or -10%) of the ideal weight given in the table. In recording fraction lower than 0.5 Kg will be noted and 0.5Kg, above will be recorded as 1 Kg. A correlation table between age, height and average weight is given below for guidance of candidates :-

Age Period	15-16 Yrs	16-17 Yrs	17-18 Yrs	18-20 Yrs	20-22 Yrs	22-24 Yrs	24-26 yrs	26-28 Yrs	28-30 Yrs
Height (Cm)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
157.0	43.5	45.0	47.0	49.0	49.5	50.5	51.5	51.5	52.0
160.0	45.0	46.0	48.0	50.0	51.0	51.5	52.0	53.0	54.0
162.0	46.0	48.0	50.0	51.5	52.5	53.5	54.0	55.0	55.5
165.0	48.0	50.0	52.0	53.0	54.0	54.5	55.0	56.0	56.5
167.0	49.0	51.0	53.0	55.0	56.0	57.0	58.0	58.5	59.0
170.0	51.0	52.5	55.0	57.0	58.0	59.0	59.5	60.5	61.0
173.0	52.5	54.5	57.0	59.0	60.0	62.0	62.5	63.5	64.0
175.0	54.5	56.0	59.0	61.0	62.0	63.0	64.0	64.5	65.0
178.0	56.0	58.0	61.0	62.5	63.5	64.5	66.0	66.5	67.5
180.0	58.5	60.0	63.0	65.0	65.5	67.0	67.5	68.5	69.0
183.0	60.0	62.5	65.0	67.0	67.5	70.0	70.5	71.0	72.0

In case of candidates belonging to the North East and hilly areas like Gorkhas, Nepalese, Assamese and Garhwalis, the height will be relaxed by 5 cms and weight commensurate with reduced heights.

(b) **Ideal Age, Height and Weight (Female)** :-

Age Period	20 to 24 Yrs	25 to 29 Yrs	30 Yrs
Height (Cm)	Weight (Kg)	Weight (Kg)	Weight (kg)
148.0	39.0	41.0	43.0
150.0	40.0	42.0	43.0
153.0	42.0	43.0	45.0
155.0	43.0	44.0	46.0
158.0	45.0	45.0	48.0
160.0	46.0	46.0	49.0
163.0	47.0	47.0	51.0
165.0	49.0	49.0	53.0
168.0	50.0	50.0	54.0

The minimum acceptable height and weight for woman candidate is 152 cm and 42 kg. In case of candidates belonging to the North East and hilly areas like Gorkhas, Nepalese, Assamese and Garhwalis, the height will be relaxed by 5 cms and weight commensurate with reduced heights.

- (c) No wax in the ear.
- (d) No skin disease i.e. Acne vulgaris, warts, fungal infection.
- (e) No dental cavities including temporary filling and minimum 14 dental points.
- (f) No vision defect i.e. vision corrected by glasses.
- (g) No hernia/abdominal operation in past one year.
- (h) No hydrosil, varicose.

CANDIDATES WHO ARE STUDYING IN FINAL YEAR OF THEIR ACADEMIC SESSION/APEARED FOR FINAL EXAMINATION/RESULT NOT DECLARED

(This certificate is required on the original letter head)

Certified that Mr _____ S/o Shri _____ is a bonafide student of _____ (School / College) and is presently studying in _____. His final Board / semester examination will be / was conducted during _____ (month and year of exam) and the results are expected to be declared by _____ (month and year).

Place : (Signature of Principal/Registrar of the

Date : College/University where studying with stamp)

College/University round stamp

CERTIFICATE FOR CANDIDATES WHO HAVE SUBMITTED THEIR CERTIFICATES AND MARKS SHEETS IN COLLEGE/UNIVERSITY FOR PURSUING HIGHER STUDIES

(This certificate is required on the original letter head)

1..... Certified that _____ s/o Shri _____ is a bonafide student of _____ (college/university) and presently studying in (name of course to be mentioned). The following certificates and marks sheets in respect of the above individual have been deposited with this College/University/Institution in original for verification purpose :-

- (a)
- (b)
- (c)

2. It is further certified that photostat copies of the above documents have been verified by the undersigned and attested.

Place :

(Signature of Principal/Registrar of the

Date :

College/University where studying with stamp)

College/University round stamp

**SELF CERTIFICATION CERTIFICATE (ONE FOR EACH TATTOO) BY CANDIDATES
FROM TRIBAL COMMUNITIES WITH PERMANENT BODY TATTOO(S)**

1. I, _____ (Name of Candidate),
 Son/Daughter of _____ (Name of
 Father/Mother/Guardian as applicable _____(Date of Birth) hereby give an
 undertaking that I belong to _____Tribe from _____ area of
 _____State and I do not have any permanent body tattoo on my body/I have
 one/two/three/four/more than four * permanent body tattoo(s) inked on my body as follows
 (one for each tattoo) :-

<u>Photograph of Tattoo</u>	<u>Details of Tattoo</u>
(Post card size to be pasted here duly signed by the candidate with name please do not use staple pins/clips)	Size of Tattoo (In Cms) - Language (If Applicable) - Significance of Tattoo (IF Applicable) -

(* Delete whichever is not applicable)

2. I am enclosing Certificate(s) as per Appendix B, in original, for permanent body tattoo(s) on my body, duly signed as per instructions.
3. I hereby declare that besides the tattoo(s) as referred in Para 1 of Appendix A above, I will not have any other permanent body tattoo(s) in future if I am selected to undergo pre-commission training.
4. The above information given by me is true and correct to the best of my knowledge and belief.
5. I understand that misrepresentation of any facts/concealment of any information regarding permanent body tattoo(s) will lead to cancellation of my candidature at any stage from commencement of the selection process and I shall be solely responsible for the same.

Place :

 (Signature of the Candidate)
 Name, Entry & SSB Batch No

CERTIFICATE (ONE CERTIFICATE FOR EACH TATTOO) FOR PERMANENT BODY TATTOO IN RESPECT OF CANDIDATES FROM TRIBAL COMMUNITIES

1. This is to certify that _____ (Name of Candidate) whose date of birth is _____ is the Son/Daughter of _____ (Name of Father/Mother/Guardian as applicable) and belongs to _____ (Name of the Tribe) Community of _____ (Name of the District) in the State of _____ (Name of the State).

2. It is certified that the permanent body tattoo(s) inked at the following parts of the body of _____ (Name of the candidate) is as per existing customs and traditions of _____ Tribe and is in practice as on date: -

- (a)
- (b)
- (c)
- (d)

(Total No of Tattoos _____ both in figures and words)

3. Post card size photograph of each of the tattoo as given in Paragraph 2 of Appendix B above is correct and placed as under for any future reference / record hereafter :

<u>Photograph of Tattoo</u>	<u>Details of Tattoo</u>
(Post card size to be pasted here duly signed by the candidate and official issuing this certificate with their respective names. Please do not use staple pins/clips)	Size of Tattoo (In Cms) -
	Language (If Applicable) -
	Significance of Tattoo (IF Applicable) -

Note :- Each tattoo will have a separate photograph with details and will be described separately in additional pages will be used for the purpose and each page will attested separately.

Place : _____

(Signature with Name Designation and Stamp of DC/DM or SDM of the District/Tehsil) OR (Signature with Name Designation if any and Address of Chairman/Secretary or Senior Member of the Tribe to which the candidate belongs to with their Stamp)

SELF CERTIFICATION CERTIFICATE (ONE FOR EACH TATTOO) UNDERTAKING BY CANDIDATES (OTHER THAN THOSE FROM TRIBAL COMMUNITIES) WITH PERMANENT BODY TATTOO(S) ON PERMISSIBLE BODY PART

1. I, _____ (Name of Candidate),
 Son/Daughter of _____ (Name of Father/Mother/Guardian as applicable) _____ (Date of Birth) hereby give an undertaking that *I do not have any permanent body tattoo on my body/*I have one/two/three/four/more than four permanent body tattoo(s) as per details given and shown in the photograph(s) at Paragraph 2 below (*strike out whichever is not applicable :-

<u>Photograph of Tattoo</u>	<u>Details of Tattoo</u>
(Post card size to be pasted here duly signed by the candidate with name please do not use staple pins/clips)	Size of Tattoo (In Cms) -
	Language (If Applicable) -
	Significance of Tattoo (IF Applicable) -

2. I hereby declare that besides the tattoos as declared by me in Paragraph 1 of Appendix D above. I will not have any other permanent body tattoo(s) in future if I am selected to undergo pre-commission training.

3. The above information given by me is true and correct to the best of my knowledge and belief.

4. I understand that misrepresentation of any facts/concealment of any information regarding permanent body tattoo(s) will lead to cancellation of my candidature at any stage from commencement of the selection process and I shall be solely responsible for the same.

Place :

 (Signature of the Candidate)
 Name, Entry & SSB Batch No

Date :

Note 1. Each tattoo will have a separate photograph and will be described separately additional pages will be used for the purpose and each page will be signed by the candidate.

Note 2. Commandant Selection Centre or Commandants of a Pre-Commission Training Academy are empowered to reject a candidate for non-permissible permanent body tattoo(s).

CERTIFICATE FOR PRE FINAL / FINAL YEAR STUDENTS OF UNIVERSITY ENTRY SCHEME (UES) (PRE FINAL YEAR / FINAL YEAR DEGREE) COURSE ONLY
(This certificate is required on the original letter head)

It is certified that Mr _____ is in Pre-Final / Final Year of degree course and is going to appear in Final Year / Semester Examination during _____ and Final Year exam results will be declared by _____ (month and year of expected date of declaration of the exam results.) Marksheets of all the semesters (up to IV semester for Pre Final year candidates / up to VI semester for final year candidates) along with two photocopies each duly attested are also enclosed herewith.

Place : _____ (Signature of Principal/Registrar of the
Date : _____ College/University where studying with stamp)

College/University round stamp

.....

RISK CERTIFICATE

(For NDA/10+2 (TES) /10+2 (Tech) Entries)

I _____(Name) father/guardian of _____(Name of candidate) who is a candidate for NDA / 10+2 (TES) / 10+2 (Tech) / Regular Commission in the Army, hereby certify that I fully understand that my son/ward will, if required, attend Service Selection Board Interview with my full and free consent and at my own risk and that I or my son/ward shall not be entitled to claim any compensation or retest for the same course or any other relief from the Government if son/ward sustains any injury during the course of /as result of any of the tests administered to him at the said Services Selection Board or while using military transport due to any reasons.

Signature of Parent / Guardian

address

Place :

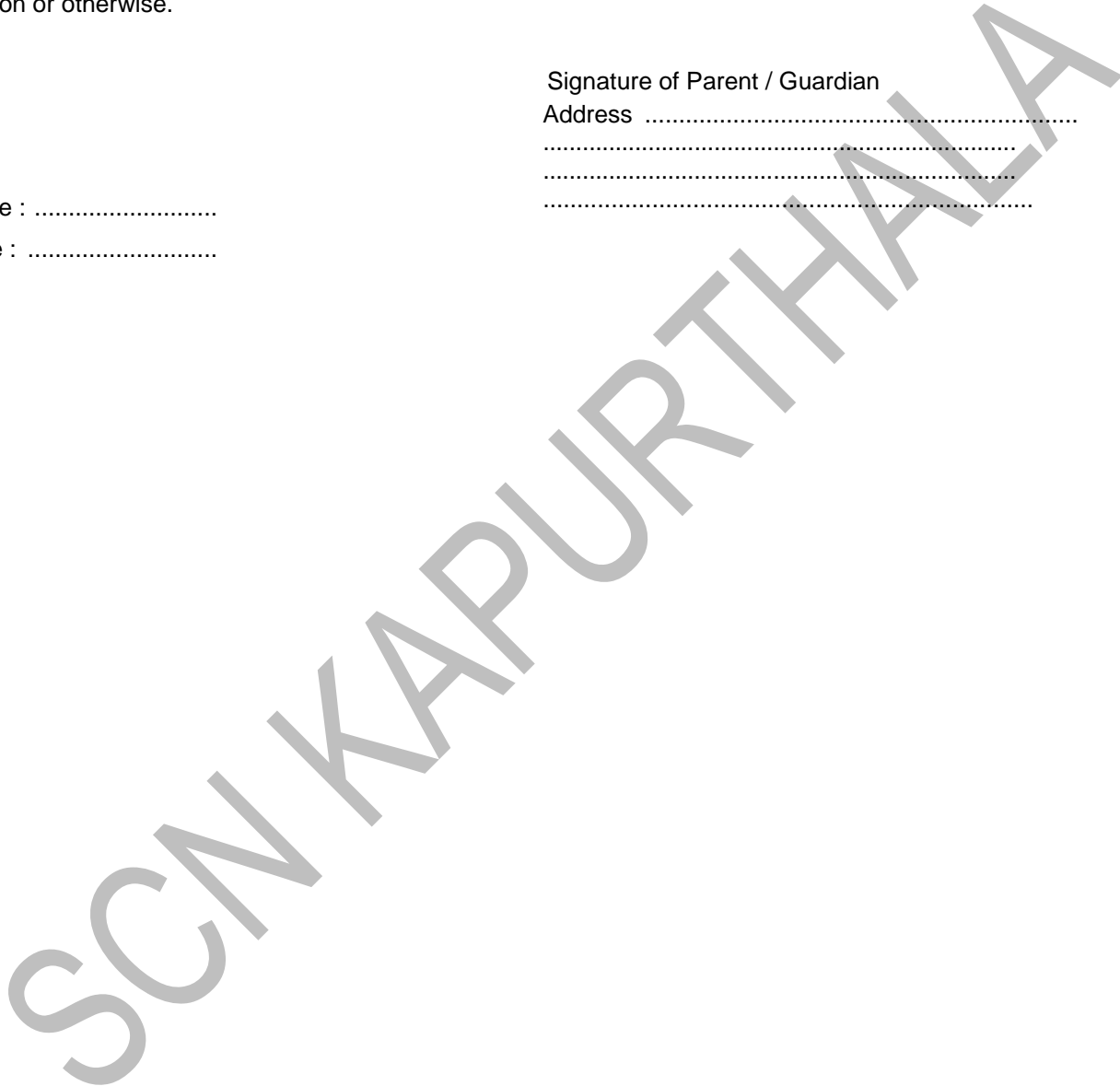
Date :

NO CLAIM CERTIFICATE
(For Graduation/Post Graduation Entries)

I father / guardian of
.....who is a candidate for NDA /
IMA / OTA / entry in the Army, hereby certify that I fully understand that my son/ daughter/ ward will, if required,
attend the Services Selection Board Interview with my full and free consent and at my own risk and that I or my
son/ daughter/ ward shall not be entitled to claim any compensation or other relief from the government in respect
of any injury or disability which my son/ daughter/ ward may sustain in the course of or as the result of any of the
tests given to him at the SSB interview, whether due to his own negligence or the negligence of any other
person or otherwise.

Signature of Parent / Guardian
Address
.....
.....

Place :
Date :



Roll No _____

TRAVELLING ALLOWANCE FORM
PART-I

(TO BE FILLED BY THE CONDIDATE)

1. Batch No _____ Stage one Chest No _____
2. Name of candidate as per Dossier _____
3. Address on which call letter sent _____
4. Name of the nearest railway station _____
5. Actual train fare paid: -
 - (a) From _____ To _____
 - (b) Class _____
 - (c) Amount Rs. _____
 - (d) Train PNR/Ticket No _____
6. Actual Bus fare paid:-
 - (a) From _____ To _____
 - (b) Amount Rs. _____
 - (c) Bus Ticket No. _____
7. Grand total (5+6) Rs. _____
8. The following information/details of your Bank Account are required to be furnished by the candidates for making payment of TA through NEFT :-
 - (a) Account No _____
 - (b) IFSC Code _____
 - (c) Bank Name _____
 - (d) Branch with full address _____

9. It is certified that I, _____ S/o _____ am a fresh candidate for Permanent/Short Service Commission, I will be personally responsible for any intentional/non intentional wrong information as furnished above.

Station : Kapurthala

Dated : _____

(Signature of candidate)

PART - II
(TO BE FILLED BY THE ACCTS CLK)

10. Auth Train fare :-
 - (a) From _____ To _____
 - (b) Class _____
 - (c) Amount Rs. _____
11. Admissible Train fare _____
(Para 5 or 9 whichever is less)
12. Admissible grand total paid (6+10) x 2 Rs. _____

(Signature of Account Clerk)

SPECIMEN APPLICATION FOR CHANGE OF ADDRESS**From**

Roll No : _____

Name _____

Father's Name _____

Postal Address _____

Email _____

Mob No. _____

To

Additional Directorate General of Recruiting (Rtg-6)
 Adjutant General's Branch
 IHQ of MoD Army Headquarters
 West Block - III, R.K. Puram
 New Delhi-900108, C/o 56 APO

The Call Up Officer
 Selection Centre North,
 Near DC Chowk, Kapurthala
 (Punjab)- 144601

APPLICATION FOR CHANGE OF ADDRESS

Sir,

- Please refer to your Call Up letter bearing No SCN/ 7801/ _____ /CU dated _____ .
- As per your Call Up letter quoted above, I am required to report to your Centre on . _____
 My correspondence address given in my application for the subject course has now been changed. The details are as under :-

Postal Address (as given in the application)	New Postal Address (To be changed in the application)
_____	_____
_____	_____
_____	_____
_____	_____

- May I request you to please include my postal address in the application for correspondence.
- Thanking You. Yours faithfully

From SPECIMEN APPLICATION FOR CHANGE OF DATE OF SSB

Roll No _____
Name _____
Father's Name _____
Postal Address _____

Email _____

Mob No. _____

To
The Call Up Officer
Selection Centre North,
Near DC Chowk, Kapurthala
(Punjab)- 144601

APPLICATION FOR CHANGE OF DATE OF SSB INTERVIEW

Sir,

1. Please refer to your Call Up letter bearing No SCN/ 7801/ _____ /CU dated _____ .
2. As per your Call Up letter quoted above, I am required to report to your Centre on _____. But I am unable to report for SSB interview on the date as quoted above, due to the following reasons :-
 - (a)
 - (b)
3. The following Certificates / Documents are enclosed herewith in support of the above reasons :-
 - (a)
 - (b)
4. May I request you to postpone my date of SSB interview to the absentees batch.
5. Thanking You.

Yours faithfully

