

MOVE FORWARD GLORY AWAITS YOU
A CAREER FULL OF CHALLENGES & ADVENTURE

Selection Centre East
New Cantt
Allahabad-211001

Roll No :
Name :

SCE/5701/3/CU

May 2017

CALL LETTER & JOINING INSTRUCTIONS FOR SSB INTERVIEW

Pl endorse Roll No & Name from UPSC Admit Card/ On line Application

Dear Candidate,

1. We are pleased to inform you that you are nominated to attend SSB interview for joining the Training Academy on clearance of SSB. Please quote this reference with your Roll No in all future correspondence (if any).
2. All candidates are required to report at Selection Centre East, Allahabad or at the Movement Control Office (MCO), Railway Station, Allahabad at the appropriate time & date being intimated to you separately through Email & SMS. Our representative will receive you and arrange your conveyance to the Selection Centre.
3. The date of birth accepted by this office is the one entered in the Matriculation or Higher Secondary Exam Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation. No other document relating to age will be accepted and no subsequent request for its change will be considered or granted.
4. **Documents Required for all the Entries for Verification of Date of Birth.** You will bring along the following documents while coming for SSB interview to this Centre for various Courses/Entries :-
 - (a) **One copy of the Print out of online application form duly signed and self attested photograph affixed.**
 - (b) Original alongwith two self attested copies of **10th Class Marksheet & Passing Certificate or Marksheet-cum-Passing Certificate or equivalent certificate** issued by the Board concerned (CBSE/State Board/ICSE) in which date of birth is reflected for proof of date of birth (Admit card/Marksheet/Transfer/Leaving Certificate are not acceptable for proof of date of birth).
 - (c) Original alongwith two attested copy of **12th Class Passing Certificate & Marksheet.**
 - (d) Original alongwith two self attested copies of each **Marksheets of all the years/semesters wise.**
 - (e) Original alongwith two self attested copies of **Graduation Degree/LLB Degree/Provisional Degree/Additional documents** required for specific entries showing clearly having passed degree examination and eligible for award of degree.
5. **Additional Documents Required for Specific Entries:-**
 - (a) **RVC Course Only.**
 - (i) Original alongwith two self attested copies of **MVSc/BVSc** final mark sheets (As Applicable).
 - (ii) **Internship certificate** (As Applicable).
 - (iii) **Certificate of registration with India / State Veterinary Council** (As Applicable).
 - (iv) Candidates who are not in possession of **original / provisional Degree (MVSc/BVSc)** must attach a certificate from the Principal of the College stating that the candidate has completed his post graduation /graduation and is eligible for the award of said degree.

(b) **JAG (Men/ Women) Course only.** Copy of the authority from **Bar council of India/State** stating that the particular **College/University institution is recognized by Bar council of India.** The copy of the authority certificate be signed any college authorities.

(c) **TGC (AEC) Course only.** Original alongwith two self attested copies of **Marksheets of all Semesters upto Post Graduation and provisional degree duly signed by the concerned authorities** (in case of original degree not being awarded).

(d) **NCC Spl (Men/ Women) Course Only.**

(i) As per *Gazette Notification NCC (Men)/ NCC(Women) Course*, candidates who have already appeared for SSB Interview in respect of previous course of SSC (NT)(Men) in (Current year) / SSC (NT) (Women) in (Current year) are **NOT eligible to attend forthcoming NCC (Spl) Men/ NCC (Spl) Women.**

(ii) **NCC 'C' Certificate with minimum 'B' Grading.**

(e) **SSC (Tech) Men/ Women Course Only.**

(i) Only those candidate are eligible who have secured equal to or more then the percentage specified in the notification issued for the particular Courses / Entries against the streams mentioned below upto 6th semester. In case your cumulative percentage of marks till 6th semester is below the percentage you are **not eligible** for this course.

(ii) *The candidates must carry a conversion certificate indicating the percentage secured upto 6th semester alongwith the conversion formula (CGPA/SGPA/CPI) duly signed on the college / university letter head by the dean/ principal / register with the name of the individual and the engg stream duly mentioned. The format attached at **Appendix 'E'** and under taking certificate duly signed by the candidate as per format att at **Appendix 'F'**.*

(iii) *If the candidate's Engg stream is **not** included in the notified Engg streams in the notifications, he has to mandatorily submit 'Equivalence certificate' issued by the university for equivalence of the 'degree', prior to admitting him for SSB interview.*

(iv) *The subjects mentioned in the main '**Engg Stream**' column as well as the '**specified**' engg stream column by the candidate in his online appln form **must** be matched with his degree certificate/ marksheet. In case they do not match, the candidate may not be allowed to appear in SSB. Candidates are also **not** allowed to seek equivalence of one notified Engg stream with another notified Engg stream.*

(f) **Risk Certificate as per Appendix 'A' is required for NDA (Army/AF) & TES only.**

(g) Certificate from the Principal/Head of the Institution stating that the candidate is in final and final exams in respect of the candidate will be over as mentioned in **Notification** (for final year appearing candidates) as per specimen attached at **Appendix 'B'**.

(h) **Candidates who are studying in Final Year of Their Academic session / Appeared for final Examination and Results not yet declared.** Please bring a bonafide certificate as per specimen attached as **Appendix C'**.

6. **All certificates in original. Originals will be returned after verification at the Service Selection Board ITSELF. Any candidate who does not carry these entire documents for the SSB interview, his candidature will be cancelled**

7. **Proof of Identity.** Any Proof of identity with photograph such as voter ID (or) PAN card (or) driving license (or) passport or Aadhar Card.

8. **Applicable to Service Candidates Only.** Service candidates will be entertained at the selection centre for their SSB interview only if they report on movement order by their respective unit.

9. **Local Candidates.** Withhold your move and contact us both by e-mail & FAX in case you or your parents reside or work at Allahabad, or have a relative in this Selection Centre East. Further instructions regarding change of Centre will be intimated to you immediately on receipt of such confirmation from you. **Withholding information or giving false information in this regard will render you liable for cancellation of candidature and disqualification of commission in case detected subsequently.**

10. **Accommodation and Messing.** Free accommodation including bedding & mosquito nets alongwith free messing will be provided to you during your stay at the Selection Centre. Lunch will not be served on the day of reporting / arrival.

11. **Travelling Allowance (TA).**

(a) **You are entitled to TA when you attend the interview for a permanent commission / short service commission for the first time in defence services. Such allowance is not admissible for second or subsequent attempts for the same type of commission.**

(b) TA is admissible for the shortest route only.

(c) You are authorized to travel by AC III Tier / AC Chair Car. TA will be paid as per defence travel rule.

(d) No re-imbursement of TA will be permitted in the absence of original travel documents.

(e) Re-imbursement of TA will be transferred to your Bank Account through NEFT. You are advised to carry sufficient amount in cash for your return journey and personal expenses during your stay at Selection Centre East, Allahabad.

(f) **Candidates are requested to bring Bankers details (Acct No, Bank Name, IFSC Code No, Branch Name & Address) for claiming TA. Candidates to bring these details as per format attached at Appendix 'D'.**

(g) **Use of Concession Form.** If you make use of any concession (from defence or any other department), you will not be paid the TA.

12. **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 or while using military transport.

13. **Timings.** You will adhere to timings and instructions given by the staff of Selection Centre East, throughout the duration of your stay at the Centre. You may leave the Selection Centre for sight-seeing only after completion of all tests scheduled for the day and will return to the Centre in the evening as per timings given below :-

(a)	Summer	-	1800 hours	} Timings will not be violated under any circumstances
(b)	Winter	-	1730 hours	

14. **Items to be Brought.** Candidates are advised to travel light with the following items:-

(a) Two pairs of full white paints / track suits & white T-shirts / shirts for GTO task (**for women**).

(b) Two pairs of white shorts / full sleeves & white T-shirts for GTO task (**for men**).

(c) One pair of Sports Shoes preferably in white, Tennis shoes, one pair of leather shoes, two pair of white shocks and one pair of colour socks.

(d) Two pair of formal dress (Full sleeves light colour shirt and dark colour trouser).

(e) Track suit and winter wear as per seasonal requirement.

(f) Adequate writing material.

(g) Light bedding is provided by this Centre. Please do not bring bedding. However get one additional blanket during winter season.

15. **Dress Code.** All candidates will wear formal wear (dark trouser & light shirts with formal shoes) when moving out of the living area. However, Appropriate / prescribed dress will be worn for attending each of the tests which shall be communicated to you from time to time.

16. **Photographs.** Thirty copies of latest passport size photographs in white background will be brought along during SSB.

17. **Amenities.** Facilities for certain indoor and outdoor games are available for your use. Services of cafeteria, washerman shop, barber shop, Internet and ISD/STD etc on fixed rates are available within the campus. No credit facility exists.

18. **Cash and Valuables.** You are requested not to bring any valuables and keep only limited cash with you during your stay. Safe custody of cash and valuables will be your sole responsibility. SBI ATMs established in the campus and also ATMs of all others major banks are available within two km of the Centre.

19. **Change of Address.** Change of address (if any) after submission of application forms will be intimated to Directorate General of Recruiting, Adjutant General's Branch, Integrated Headquarters of Ministry of Defence (Army), West Block-III, R.K. Puram, New Delhi – 110066.

20. **Sight Seeing.** You may visit places in Allahabad after testing hours.

21. **Do's.**

- (a) Be courteous with all the military as well as civilian staff interacting with you.
- (b) Deposit your mobile phone if retained after stage I testing. It will be returned to you after Stage II testing.
- (c) Move out of your living area only in shirt and trouser with shoes or dress for testing.
- (d) Meet any visitors only at the visitors' waiting room or cafeteria but only after testing hours.
- (e) Adhere to punctuality.

22. **Don'ts.**

- (a) Do not visit any area at the Selection Centre other than candidates' mess, candidates' lines and testing areas.
- (b) Do not smoke or consume liquor during your stay at the Centre.
- (c) Do not swim / go on boating at Sangam or any other water bodies during your stay.
- (d) Do not attempt to visit any of the staff members or use any means to approach them directly or indirectly to seek any favour.
- (e) Do not tip any staff.
- (f) Do not pay any money to touts as bribe.

23. **Any violation of above orders or any act of indiscipline will result in immediate cancellation of candidature on disciplinary grounds. The decision of the Commandant, Selection Centre East will be final and no appeal against this decision will be entertained.**

24. **Testing.** This will be in two stages over five days. The details are as under:-

(a) **Stage- I.** The Stage I testing will comprise the following:-

- (i) Intelligence Test – I & II.
- (ii) Picture Perception and Discussion Test.

(b) In case if you do not qualify Stage I, you shall be returned the same day by 5 PM.

(c) **Stage - II.** The Stage II test comprises of the following and shall be applicable if you qualify Stage-I:-

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

25. **Medial Examination.** Candidate **recommended** by the Services Selection Board will undergo a medical examination by Board of Service Medical Officers. Only those candidates will be admitted to the academy who are declared fit by the Medical board. The details for the same are available at official website of Directorate General Recruiting www.joinindianarmy.nic.in.

26. **Physical Conditioning.** If you qualify the SSB interview and medical examination, you are advised to follow the under mentioned regimen daily in order to keep yourself in good physical condition at the time of reporting at the Academy :-

- (i) Running - 2.4 kilometers in 15 minutes.
- (ii) Sit ups - 25.
- (iii) Push ups - 13.
- (iv) Chins ups - Minimum six.
- (iv) Rope climbing - Three to four meters.

27. 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 candidate will be debarred from further selection. Such candidates will only be permitted to continue with the selection process in a SSB on submission of following certificates as uploaded on "[joinindianarmy.nic.in](http://www.joinindianarmy.nic.in)" website with their particulars duly filled:-

(a) Self Certification certificate (one for each tattoo) undertaking by candidates (other than those from tribal communities) with permanent body tattoos as per format at **Appendix 'D'**.

(b) Certificate of belonging to a tribal community and permissibility of permanent body tattoo(s) as per format at **Appendix 'A'** to be signed by the candidate and **Appendix 'B'**, to be signed by DC / DM / SDM of the District/ Tehsil where the tribe of the candidate is presently settled alongwith their stamp or Chairman/Secretary or any other senior member of the Tribe (with the Name, Designation & address and their stamp).

28. If you have any queries, please mention your Roll Number, Course Number, Call Up letter Number, full address, E-mail ID and Mobile Number to enable this office to respond to your queries. In case of any queries, you may contact us on the following:-

- (a) Telephone - 0532-2424816 (Timing 8:00 AM to 2:00 PM & 5:30 PM to 7:30 PM).
- (b) Email - www.joinindianarmy.nic.in
- (c) Web Site- <http://www.indianarmy.gov.in>
- (d) Fax No - 0532-2424815

Yours faithfully,

Call Up Officer
for Commandant

Appendix A
(Refers to Para 5 (f) of Call Letter)

RISK CERTIFICATE

I (Name) _____ father / guardian of Name of candidate _____ who is a certificate for NDA / TES Regular Commission of the Army, hereby certify that I fully understand that my son / ward will, if required attend Services Selection Board 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 my son / ward sustains any injury during the course of / as a result of any of the tests administered to him at the said Service Selection Board or while using military transport due to any reasons.

Place :

(Signature of father / guardian)

Date :

Appendix B
(Refers to Para 5 (g) of Call Letter)

CANDIDATES WHO HAVE SUBMITTED THEIR CERTIFICATES AND MARK SHEETS IN COLLEGE OR INSTITUTION FOR PURSUING HIGHER STUDIES

It is certified that _____ S / o Shri _____ is a bonafide student of _____ (College / University / Institution / School) and is presently studying _____ (herein name of course pursuing is to be mentioned). The following certificates and mark-sheets in respect of the above named individual have been deposited with this College / University / Institution in original for verification purposes:-

1. _____
2. _____

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

Place :

(Signature of the Principal / Registrar of the

Date :

College / University where studying with stamp)

Appendix C
(Refers to Para 5(h) of Call Letter)

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

1. Certified that Shri _____ S / O Shri _____ is a bonafide student of this University / College studying in final year / semester of Graduation degree of _____ (Branch). His final year / semester examination including written, viva, practical, supplementary (including those of previous years semesters) has been / will be held from _____ to _____ (date/month/ Year) The result of the same will be declared by _____ (date/month/year).

2. He was granted admission in the College / University on _____ (date/month/year).

Place :

(Signature of the Principal / Registrar of the

Date :

College / University where studying with stamp)

Appendix D

(Refers to Para 11(f) of Call Letter)

(FILL ALL DETAILS IN CAPITAL LETTERS)

BANK DETAILS OF CANDIDATES FOR DESPATCHING OF TRAVELLING ALLOWANCE THROUGH NEFT SYSTEM

1. Name of Candidate : _____
2. Chest No : _____ 3. Batch No _____
4. Address : _____
5. Beneficiary (A/c holder) Name: Dist : _____ State : _____ PIN : _____
6. Bank Name : _____
7. IFSC Code : _____
8. Branch Name : _____
9. Branch Code : _____
10. Account No : _____
- Date : _____

(Signature of Candidate as per TA form)

Appendix 'E'

(Refer Para 5 (e) (ii) Call Letter)

CONVERSION CERTIFICATE

BRANCH OF ENGINEERING: _____

1. Mr _____ Roll No _____ for **Short Service Commission (Tech) Men/ Women Course** hereby declare that cumulative %age as per CGPA /SGPA /CPI upto 6th semester is _____ out of _____, and as per the conversion formula provided by the University/ College the converted percentage of marks upto 6th semester is _____%, which is equal to/ more then the minimum cut off %age _____ as required for the _____ (eng stream) .

2. **The Calculation is as Under.**

(a) Conversion Formula _____

(a) CGPA/SGPA/CPI upto 6th Semester _____.

(b) Calculated Percentage _____.

Place :

Date :

(Signature Of The Principal / Registrar Of The
College / University Where Studying with Stamp)

Appendix 'F'

(Refer Para 5 (e) (ii) Call Letter

UNDERTAKING CERTIFICATE

1. I _____ Roll No _____ A candidate for **Short Service Commission (Tech) Men/ Women Course** hereby declare that my cumulative CGPA /SGPA /CPI upto 6th semester is _____ out of _____, and as per the conversion formula provided by the University/ College the converted percentage of marks upto 6th semester is _____%, which is equal to/ more than the minimum cut off % age _____ as required for the _____ Engg Stream) .

2 I, further undertake that i may be allowed to appear in this interview at my own risk and my candidature for **Short Service Commission (Tech) Men/ Women Course** shall be **cancelled** in case the above declaration is found to be false at any stage of selection

3. **The Calculation is as Under.**

(a) Conversion formula _____

(a) CGPA/SGPA/CPI upto 6th semester _____.

(b) Calculated percentage _____.

Place:

(Signature of Candidate)

Date :