

SELECTION CENTRE CENTRAL, BHOPAL

CALL UP LETTER FOR SSB INTERVIEW
NCC (SPECIAL) MEN ENTRY SCHEME 45TH COURSE (APR 2019) COURSE
(INCL WARDS OF BATTLE CASUALTIES OF ARMY PERSONNEL)

Dear candidates,

1. We are pleased to inform that you are nominated to attend SSB interview for joining the **Officers Training Academy, Chennai**.

2. Candidates are required to report at **ONLY ON THE SELECTED/ ALLOTTED REPORTING DATE as communicated to their registered account on DG Recruiting website/ registered email Id/ via SMS. CANDIDATES REPORTING ON ANY OTHER DATE WILL NOT BE ACCEPTED.** Our representative will receive and arrange your conveyance to the Selection Centre. Schedule of SSB Batches being held at Selection Centre Central, Bhopal is as under:-

Ser No	Batch Duration	Reporting Date & Time	Place of Reporting	Remarks
(a)	24- 28 Oct 2018	23 Oct 2018 at 1400 hrs.	Parking Area near Platform No 6, Railway Station, Bhopal Jn	Candidates reporting directly at SCC, Bhopal will be accepted latest by 1600 hrs. No late reportings will be entertained strictly.
(b)	27- 31 Oct 2018	26 Oct 2018 at 1400 hrs.		
(c)	18- 22 Nov 2018	17 Nov 2018 at 1400 hrs.		
(d)	08- 12 Dec 2018	07 Dec 2018 at 1400 hrs.		
(e)	15- 19 Dec 2018	14 Dec 2018 at 1400 hrs.		

3. **No changes will be made to the SSB dates, once selected/ allotted.**

Note:- Local Candidates. Withhold your move and contact us at the earliest in case you or your parents or close relatives are serving in this Selection Centre Central, Bhopal. Further instructions regarding change of Centre will be intimated to you. **Withholding information or giving false information in this regard will render you liable for cancellation of your candidature and disqualification of commission in case detected subsequently.**

Eligibility

4. **Please ensure that you fulfill all eligibility criteria strictly as per the Notification published for NCC Special Entry Scheme 45th (Apr 2019) Course** on our official website www.joinindianarmy.nic.in In case of shortcomings if any, candidates will be returned on reporting for the SSB. Following issues are highlighted:-

(a) **Age Limit.** 19-25 years as on 01 Jan 2019 (Between 02 Jan 1994 to 01 Jan 2000, both dates inclusive).

(b) **Educational Qualification.** Degree of a recognised University or equivalent with **minimum 50% aggregate marks of all years.** Those studying in final year should have secured minimum 50% aggregate marks in first two/three years of three/fours years degree course. Such candidates will need to secure **overall aggregate** of minimum 50% marks if selected in interview, failing which their candidature will be **CANCELLED.**

(c) Should have served for minimum two academic years in senior Division/ Wing of NCC.

(d) Should have obtained minimum of 'B' Grade in 'C' Certificate Exam of NCC.

5. **Permanent Body Tattoo(s).**

(a) 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.

(b) **Documents required to be submitted.** In case of permissible tattoos, under mentioned Appendices to DG Recruiting 'Tattoo Policy for candidates appearing for SSB Interview with Permanent Body Tattoos' are required to be submitted for being allowed to continue with selection process :-

(i) **Tribal Communities.** Appendix A & B. Formats attached as Exhibit I & II.

(ii) **Non Tribal Communities.** Appendix D. Format attached as Exhibit III.

(c) Please refer detailed Policy on permanent body tattoo available at web-link <http://www.joinindianarmy.nic.in/writereaddata/Portal/Images/pdf/tattopolicy2015.pdf> (Available under 'Policies'- 'Officers Selection').

Documents Required when Reporting for SSB Interview

6. Following documents in **ORIGINAL** must be brought along with two photocopies each duly self attested (Original documents will be returned after verification at the SSB) (Also refer Checklist attached as **Appendix 'K'**):-

(a) **Matriculation or Equivalent Certificate** for verification of your date of birth. [Certificates issued by the board concerned (CBSE/State Boards/ICSE)/ admit Card/ Mark sheet/ transfer/ Leaving Certificate etc in which date of birth is reflected are not acceptable proof of date of birth.]

(b) **Marks Sheet of Matriculation or equivalent.**

(c) **Intermediate/ 10+2 pass certificate.**

(d) **Marks Sheet of Intermediate/10+2 examinations.**

- (e) **Graduation Degree/ Provisional Degree** showing clearly having passed the degree examination and eligible for award of degree.
- (f) **Mark Sheets of all years / semesters.**
- (g) **NCC 'C' Certificate.** (Not required for wards of Battle Casualty).
- (h) One copy of **Online Application** duly signed and affixed with self attested photograph. (Applications of candidates serving in the Armed Forces should be duly countersigned by the Commanding Officer).
- (j) **Self Declaration Certificate (Only One SSB Appearance).** Candidates can appear for ONLY one of the SSB interviews, that is, either for SSC (NT) -109 Course (Apr 2019) as CDSE candidate OR NCC Spl Entry-45 Course (Apr 2019). A declaration to this effect needs to be filled and submitted by the candidates at the time of SSB interview, as per format attach at **Appendix 'A'**.
- (k) No Claim Certificate. Format is attached as **Appendix 'B'**.
- (l) **Valid Proof of Identity** with photograph - Aadhaar Card/ PAN Card/ Voter ID Card/ Passport.
- (m) **Certificate for Not Having Duplicate Profiles/Registration IDs.** A declaration to this effect as per format attached at **Appendix 'C'**.
- (n) **For Candidates from Universities Following CGPA/ Grades System:-**
- Conversion Certificate** regarding formulae for conversion of CGPA/ Grades into marks as followed by the University.
 - Self Certified **Declaration Certificate (Aggregate Percentage)** regarding aggregate percentage obtained. Format is attached as **Appendix 'D'**.
- (o) **In Case Original Documents Submitted for Pursuing Higher Studies.** Candidates are required to bring a **Bonafide cum Custodian Certificate** as per **Appendix 'E'** on original letter head duly signed by the Principal/ Head of institution where the documents have been submitted.
- (p) **Candidates Of Final Year/ Semester Of Graduation Degree Course** should be able to furnish the proof of passing to the Directorate General of Recruiting by **01 Apr 2019** and produce the graduation degree certificate either before or within 12 weeks of commencement of the Course at the training Academy. Such candidates are required to bring following documents:-
- Certificate on original letter head duly signed by the Principal/ Head of institution** as per **Appendix 'F'**.
 - Self Declaration Certificate (Proof of Passing)** regarding submission of Proof of Passing by the Candidate as per **Appendix 'G'**.

7. **Special Instructions: Variations in Personal Particulars.** Candidates **MUST** thoroughly scrutinise all requisite Certificates and documents, including the Online Application to check if there is any variation in the personal particulars- **Candidate's Name & Parents Name** from document to document. **In case of minor variations also** (Eg:- Initials in name, spelling mistakes, suffixing of middle name/surname etc), the candidates are required to submit an **Affidavit** stating the variations in the personal particulars in specific documents and corrective actions taken thereto (to be elaborated in details). Following aspects be kept in mind while preparing the Affidavit:-

- The personal particulars- **Candidate's Name & Parents Name** as contained in **Matriculation or Equivalent Certificate** only will be acceptable.
- Due care be taken to address all the variations without leaving any scope for interpretations/ assumptions whatsoever of such variations from document to document. **In absence of correct affidavit, the candidate will be returned back without entertaining any representations.**

8. **For Wards of Battle Casualties.** In addition to the documents mentioned above, following documents will be submitted:-

- '**Battle Casualty Certificate**' issued by MP Dte/ Respective Regimental Records and vetted by AG/MP-5D certifying that the parent has been killed/ wounded/ reported missing in action.
- A copy of MP Dte / Respective Regimental Records **Part II Order** notifying injuries and being classified as 'Battle Casualty'.
- Relationship Certificate** issued by Respective Regimental Records/ MP Dte.

Note 1:- Candidates declared successful in the SSB interview are required to submit at the earliest a photocopy duly self attested of all such provisional degree/ degree certificate acquired after the SSB interview to Additional Director General of Recruiting, New Delhi.

Note 2:- Candidates are further advised that documents already verified at the Selection Centre need not be submitted again to IHQ MoD (Army/Navy). In case of loss of such documents, the onus will entirely rest upon the candidate.

Instruction for Attention of Candidates

9. **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.

10. **Travelling Allowance (TA).** Please refer relevant contents of Notification for 'Entitlement for Travelling Allowance'. Re-imburement of TA will be made to Bank Account through NEFT. To claim TA if applicable, candidates must submit **TA Form** (Format attached as **Appendix 'H'**) a copy of the tickets and a cancelled cheque or a self attested photocopy of first page of bank passbook. You are liable to forfeit the TA if you:-

- Are withdrawn from any stage of Testing due to ineligibility/ cancellation of candidature.
- Make use of any travel concession forms from Defence or any other Govt Department.

11. **Administrative Instructions.** Following administrative instructions are laid down for Candidates' guidance and strict compliance:-

- Cash and Valuables.** It is advised that, 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 candidates.

- (b) Free boarding and lodging will be provided to you for the period of your stay at the Selection Centre. Please note that no breakfast/ lunch will be provided to the candidates of morning/ afternoon reporting batches respectively by the Selection Centre on the day of reporting to the Selection Centre.
- (c) No individual will be allowed to go out of the SCC premises on the day of screening test. Hence it is advised that you must bring your luggage with you at the time of reporting.
- (d) Candidates will strictly adhere to laid down timings at all places.
- (e) Candidates will not visit testing areas after testing hours.
- (f) The conduct of the candidates both in the Selection Centre as well as when visiting outside areas will be courteous.
- (g) **Mobile phones** will be deposited on arrival and their usage during the stay at SCC, Bhopal is strictly prohibited. STD / PCO and Internet facilities are available at this Centre for utilisation by the candidates.
- (h) **Any contravention of above orders/** any act of indiscipline/ malpractices or cheating during testing will invite immediate cancellation of candidature on disciplinary grounds. Cases of serious breach of discipline and conduct will be handed over to civil police and FIR registered accordingly.
- (j) **Items to be Brought.** Following items will be required for the interview: -

<u>Ser No</u>	<u>Items</u>	<u>Quantity</u>		<u>Remarks</u>
		<u>Gents</u>	<u>Ladies</u>	
(i)	Dark coloured trouser and light coloured shirt, Brown/ Black shoes & Neck tie (Optional) for interview.	1 set	1 set	Suits/Sarees are permitted for lady candidates.
(ii)	White shorts, T-shirt and Sports Shoes (Preferably white) for GTO Test	1-2 sets	@ 1-2 sets	@ May wear Track Suits/ Appropriate dress.
(iii)	Writing material (pen blue/ black, pencil, eraser, A4 size white paper (10 Nos)	As required		
(iv)	Passport size (2' x 2') photograph in light coloured dress and white background	20 copies		Head should cover 25-35 mm of photo. Photos not to be digitally edited.
(v)	Toiletries	As required		
(vi)	Lock and key for safety of personal belongings	1 No		

(Note:- Tie/ blazers/ apparels bearing logos of school/ academies/ institutes etc are strictly prohibited)

12. **Change of Address.** Change of address, if any, after submission of application will be intimated to "Dte Gen of Rtg (Rtg 'A'), Adjutant General's Branch, IHQ of MoD (Army), West Block-III, RK Puram, New Delhi - 110066". (Format Attached as **Appendix 'J'**)

13. **Correspondence.**

- (a) Candidates must forward all queries/ requests only through '**Feedback/ Queries**', after logging in to their personal profile on www.joinindianarmy.nic.in.
- (b) Alternate modes of communication :-
- (i) **Tele No.** 0755 – 2738640 (Between 0830 – 1400 hrs).
- (ii) **Fax.** 0755 – 2735980.
- (c) No action will be taken on requests received through any other channels.

Sd/-x-x—x-
Call Up Officer
Selection Centre Central
for Commandant

Exhibit –I
**(Appx 'A' to DG Recruiting
Policy on Body Tattoo)**

**SELF CERTIFICATION (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 Annexure V, 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 Annexure IV 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)

Date:

Name, Entry & SSB Batch No

Exhibit - II
(Appx 'B' to DG Recruiting
Policy on Body Tattoo)

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 Annexure V 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)

Exhibit - III
(Appx 'D' to DG Recruiting's
Policy on Body Tattoo)

SELF CERTIFICATION (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) 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 Annexure VI 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)

Date :

Name, Entry & SSB Batch No

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).

DECLARATION CERTIFICATE FOR NCC (MEN)-45 COURSE

(ONLY ONE SSB APPEARANCE)

1. I _____ (Name of Candidate), Roll No _____, Course No _____ Son/Daughter of Shri _____ (Father's Name) hereby declare that I have not availed / will not avail any SSB interview for the same course of **SSC (NT)-109** as CDSE Candidate for OTA commencing in Apr 2019.

2. I fully understand that any willful misrepresentation of facts or concealment of information will result in cancellation of my candidature and I may also be debarred either permanently or of a specified period from applying for future courses.

Place: _____

(Signature of the Candidate)

Name: _____

Dated :

Roll No : _____

Batch No : _____

Chest No : _____

SSC BHOPAL

NO CLAIM CERTIFICATE

I father/ guardian of _____ who is a candidate for **NCC Spl (Men)-45** entry in the Army/ Navy, 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.

Place :

Date :

Signature of Parent / Guardian

Address

SCC BHOPAL

CERTIFICATE FOR NOT HAVING DUPLICATE PROFILES/REGISTRATION IDs

1. I understand that creating duplicate profiles (registration IDs) on www.joinindianarmy.nic.in is not allowed.
2. I hereby certify, that I have only one profile (registration ID) on www.joinindianarmy.nic.in whose user name is _____.

OR

I have more than one profiles (registration IDs) on www.joinindianarmy.nic.in whose user names are as under :-

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

3. **For candidates having more than one Profile/ Registration ID.** Having understood that I can maintain only one profile (Registration ID). I have already requested the authority concerned at DG Recruiting by email/letter on _____ to delete my profile(s) (registration IDs) with following user name(s) :-

- (a) _____
- (b) _____

4. In case the above information submitted by me is found to be false, I understand that all my current applications are liable to be cancelled at any stage of the selection process.

Date : _____

.....

Station : _____

.....

(Signature of the Candidate)

Name: _____

Course : _____

Roll No : _____

DECLARATION CERTIFICATE

(AGGREGATE PERCENTAGE)

(Strikeout inapplicable portions)

1. I, Name _____, Roll No _____, Course _____ hereby declare that, I have obtained an **aggregate _____% of marks** in my graduation degree course **OR** obtained an **aggregate _____% of marks** in first two/three years of three/four years degree course respectively.

2. I, further undertake that I may be allowed to appear for this interview at my own risk and my candidature shall be cancelled in case the above declaration is found to be false at any stage of selection.

Place:

Date:

(Signature of the candidate)

SCC BHOPAL

BONAFIDE CUM CUSTODIAN CERTIFICATE**(CERTIFICATE FOR CANDIDATES WHO HAVE SUBMITTED THEIR CERTIFICATES
AND MARKSHEETS FOR PURSUING HIGHER STUDIES)**(This certificate is required on the original letter head)

1. Certified that Mr _____ s/o Shri _____ is a bonafide student of _____ (name of college/ university) and presently studying in _____ (name of course to be mentioned). The following certificates and mark 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 and attested by the undersigned.

Place :

Date :

College/University round stamp

(Signature of Principal/Registrar of the
College/ University where studying with stamp)

SCC BHOPAL

CERTIFICATE(DATES OF FINAL EXAM AND RESULTS)**(CANDIDATES STUDYING IN FINAL YEAR OF THE ACADEMIC SESSION/
AWAITING FINAL YEAR EXAMINATION RESULTS)**

(Strikeout inapplicable portions)

(This certificate is required on the original letter head)

Certified that Mr _____ S/o Shri _____ is/ was a bonafide student of _____ (name of college). His final year/ semester examination will be/ has been held during _____ (Month & Year of exam) of which the result is expected to be declared by _____ (Month and Year).

Place :
the

(Signature of Principal/ Registrar of
College/University with stamp)

Date :

College/ University round stamp

SCC BHOPAL

DECLARATION CERTIFICATE
(PROOF OF PASSING)

**(CANDIDATES STUDYING IN FINAL YEAR OF THE ACADEMIC SESSION/
AWAITING FINAL YEAR EXAMINATION RESULTS)**

1. I, Mr _____, Roll No _____, Course _____ hereby declare that I shall submit the proof of passing the Final Year/ Semester Exam for the Graduation Degree, to Additional Director General of Recruiting, Integrated Headquarters Ministry of Defence (Army) West Block - III, RK Puram, New Delhi – 110066 by **01 Apr 2019**.

2. I undertake the complete responsibility for submission of necessary documents as stated above and understand that my candidature will be cancelled if I fail to do so.

Place:

Date:

(Signature of the candidate)

SCC BHOPAL

Appendix 'H'

Roll No _____

TRAVELLING ALLOWANCE FORM
PART-I
 (TO BE FILLED BY THE CANDIDATE)

1. Batch No _____ Stage I Chest No _____
2. Name of candidate as per Dossier _____
3. Name of the nearest railway station _____
4. Banker's details of the individual for making payment of TA through NEFT:-
 - (a) Name of the account holder : _____
 - (b) Account No AND Type : _____ (Savings/ Current Account)
 - (c) IFSC Code _____
 - (d) Bank Name _____
 - (e) Branch with full address

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. 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 and I will not claim TA in future for this particular entry.

Station : Bhopal

Dated :

(Signature of candidate)

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

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

(Signature of Account Clerk)

From,

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

 Email : _____
 Mob No : _____

To,

Dte Gen of Rtg (Rtg 'A'),
 Adjutant General's Branch,
 IHQ of MoD (Army),
 West Block-III, RK Puram,
 New Delhi - 110066

APPLICATION FOR CHANGE OF ADDRESS

Sir,

1. I am a candidate for _____ Course.
2. My Postal address has been changed. I request you to please update my postal address in the application for further correspondence:-

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

Thanking You.

Yours faithfully,

Date : _____

(Signature of candidate)

Copy to :-

The Call Up Officer
 Selection Centre Central
 Sultania Infantry Lines,
 Bhopal (MP) – 462001

CHECKLIST FOR CANDIDATES

(Documents From Ser No 2- 15 are mandatory and those from 16- 21 are as per applicability from case to case. Please ascertain your applicability carefully to avoid being returned without being allowed to appear from tests. No extended time will be given to fetch the documents. Also NO fresh dates will be given in case of candidates being returned. Clarifications if any may be sought well in advance through prescribed means of communication at least five days before the reporting date. Read the references given below for details)

Ser No	Actions/ Documents	Reference	Yes	No	Remarks
1.	Fulfilling Eligibility Conditions?	Notification published for NCC Special Entry Scheme 45 th (Apr 2019) Course on www.joinindianarmy.nic.in			
2.	Matriculation or Equivalent Certificate	Para 6(a) of Call Up Letter			
3.	Marks Sheet of Matriculation or equivalent	Para 6(b) of Call Up Letter			
4.	Intermediate/ 10+2 pass certificate	Para 6(c) of Call Up Letter			
5.	Marks Sheet of Intermediate/ 10+2 Examinations	Para 6(d) of Call Up Letter			
7.	Graduation Degree/ Provisional Degree	Para 6(e) of Call Up Letter			
8.	Mark Sheets of all years / semesters	Para 6(f) of Call Up Letter			
9.	NCC 'C' Certificate *	Para 6(g) of Call Up Letter			
10.	One copy of Online Application	Para 6(h) of Call Up Letter			
11.	Self Declaration Certificate: Only One SSB Appearance	Para 6(j) of Call Up Letter			
12.	No Claim Certificate	Para 6(k) of Call Up Letter			
13.	Valid Proof of Identity	Para 6(l) of Call Up Letter			
14.	Certificate for Not Having Duplicate Profiles/Registration IDs	Para 6(m) of Call Up Letter			
15.	TA Form alongwith a cancelled cheque/ printout of first page of bank passbook	Para 10 of Call Up Letter			
16.	<u>For Candidates from Universities Following CGPA/ Grades System.</u>				
(a)	Conversion Certificate	Para 6(n)(i) of Call Up Letter			
(b)	Self Certified Declaration Certificate: Aggregate Percentage	Para 6(n)(ii) of Call Up Letter			
17.	Bonafide cum Custodian Certificate (In Case Original Documents Submitted for Pursuing Higher Studies)	Para 6(o) of Call Up Letter			
18.	<u>Candidates of Final Year/ Semester Of Graduation.</u>				
(a)	Certificate: Dates Of Final Exam And Results	Para 6(p)(i) of Call Up Letter			
(b)	Self Declaration Certificate: Proof of Passing	Para 6(p)(ii) of Call Up Letter			
19.	Affidavit Variations in Personal Particulars	Para 7 of Call Up Letter			
20.	<u>For Wards of Battle Casualties.</u>				
(a)	Battle Casualty Certificate	Para 8(a) of Call Up Letter			
(b)	Part II Order	Para 8(b) of Call Up Letter			
(c)	Relationship Certificate	Para 8(c) of Call Up Letter			
21.	Candidates with Permanent Body Tattoo (Tribal Communities/ Non- Tribal Candidates)- Appendix A & B/ D as applicable.	Para 5 of Call Up Letter			

* NCC 'C' Certificate is not required for the candidates applied for vacancies for wards of Battle Casualties.