

**THIS CALL UP LETTER MAY PLEASE BE READ IN CONJUNCTION WITH THE NOTIFICATION FOR JAG ENTRY SCHEME 22<sup>ND</sup> COURSE (APR 2019)**

**SELECTION CENTRE EAST, ALLAHABAD**  
**CALL UP LETTER FOR SSB INTERVIEW : JAG(WOMEN)-22 COURSE**

1. This is to inform you that you have been shortlisted to attend SSB interview for joining the officer Training Academy on clearance of SSB and meeting other laid down criteria. Please quote this reference with your Roll No in all future correspondence (if any).
2. Thus, you are required to report at Selection Centre East, Allahabad or at Railway Station, **Allahabad Junction on date and time chosen by you on the “joinindianarmy website” or allotted by Selection Centre East.** Our representative will receive you and arrange your conveyance to the Selection Centre.
3. Candidates will have to make return rail reservation at his/her own arrangements after screening out/conference out/medical examination as the case may be. No rail reservation will be made by this organization.
4. In case a candidate has a close relative/parent posted in the selection centre, East, he is required to withhold his move and contact us immediately through e-mail/Tele/Dak. 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 or disqualification of commission in case detected subsequently.**
5. **Documents.** You will bring along the following documents at the time of reporting for interview:-
  - (a) **One copy of the print out of online application duly signed and affixed with a recent (not more than six months old) self attested photograph.**
  - (b) Original along with two self attested copies of **10<sup>th</sup> Class Marksheet & Passing Certificate or Marksheet-cum-Passing Certificate or equivalent certificate** issued by the Board concerned (CBSE/State Board/ICSCSE) in which date of birth is reflected for proof of date of birth. Admit card/Marksheet/Transfer/Leaving Certificates are not acceptable.
  - (c) Original along with two self attested copies of 12<sup>th</sup> class Passing Certificate & Marksheet.
  - (d) Original along with two self attested copies of Graduation Degree/Provisional Degree (in case of three years LLB after graduation).
  - (e) Original along with two self attested copies of Marks sheets of all years/semesters.
  - (f) Original alongwith two self attested copies of LLB Degree/Provisional Degree.
  - (g) Original alongwith two self attested copy of registration with Bar Council of India/State **OR** Certificate from College/University that the LLB Course in the said institution is recognized by Bar Council of India.

(h) **Candidates Who Have Submitted Their Certificates and Mark Sheets in College or Institution for Pursuing Higher Studies.** Please bring a bonafide certificate along with certified true copy of those documents as per specimen attached at **Appendix 'A'**.

(j) Certificate issued by the University regarding formulae for conversion of CGPA/Grades into marks followed by the University as per specimen attached at **Appendix 'B'**.

(k) Certificate for not having duplicate profiles/registration IDs as per **Appendix 'C'**.

(l) All certificates in original. Originals will be returned after verification at the Service Selection Board ITSELF. **Any candidate who does not carry all the documents as mentioned for SSB interview will have his candidature cancelled.**

(m) **Proof of Identity.** Proof of identity with photograph such as voter ID (or) PAN card (or) driving license (or) passport or Aadhar Card in original alongwith one self attested photocopy.

6. The acceptable date of birth is the one recorded in the Matriculation or Higher Secondary exam certificate or in a certificate recognised 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.**

7. Minimum 55% aggregate Marks in LLB Degree (three years professional after graduation or five years after 10+2 examination). The candidate should be eligible for registration as an advocate with Bar Council of India/State. Candidate should be from a College/University recognized by Bar Council of India.

8. **Change of Interview Dates/SSB Centre.** Request for change of SSB interview date/centre will **NOT** be entertained or replied.

9. **For Tattoos:-** A detailed policy on candidates with permanent body tattoo(s) appearing for commission as officers has been uploaded on [joinindianarmy.nic.in](http://joinindianarmy.nic.in) website. Permanent body tattoos are permitted only 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 be permitted to continue with the selection process in SSB on submission of following certificates as uploaded on "[joinindianarmy.nic.in](http://joinindianarmy.nic.in)" website with their particulars duly filled:-

(a) An undertaking (other than those from tribal communities) for permanent body tattoos as per format at **Appendix 'D'** of Tattoo policy.

(b) Self Certification Certificate to be signed (for tribal candidates only) as per format at **Appendix 'A'** of tattoo policy and certificate of belonging to a tribal community and permissibility of permanent body tattoo(s) to be signed by DC/ DM/ SDM of the District/ Tehsil or Chairman/ Secretary or any other Senior member of the tribe as per format at **Appendix 'B'** of Tattoo policy.

10. **Travelling Allowance (TA).**

- (a) TA is admissible for the shortest route only.
- (b) You are authorized to travel by AC III Tier / AC Chair Car. TA will be paid as per defence travel rule.
- (c) No re-imbusement of TA will be permitted in the absence of original travel documents.
- (d) **You are entitled for 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.**
- (e) Re-imbusement of TA will be electronic transfer 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. TA to eligible candidate will be paid through direct bank transfer and therefore the onus for providing correct details rests with the candidate.
- (f) **Candidates are requested to deposit a cancelled cheque of the account in which they desire the TA to be remitted giving their bank details (Acct No, Bank Name, IFSC Code No, Bank Code No., Branch Name, Address & Beneficiary name) for claiming TA as per format at Appendices 'D' & 'E'.**

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

- (a) **Stage I.** Stage I testing will comprise the following:-
  - (i) An Intelligence Test.
  - (ii) A Picture Perception and Discussion Test.
- (b) In case if you do not qualify Stage I, you shall be required to proceed from the Centre by 1 PM that day.
- (c) **Stage II.** Stage II test comprises 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.

(d) **Medical 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](http://www.joinindianarmy.nic.in).

14. **Accommodation and Messing.** Free accommodation (including bedding, quilts (as per season) and mosquito nets) and 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.

15. **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 - 1900 hours	} Timings will not be violated under any circumstances
(b) Winter - 1800 hours	

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

- (a) Two pairs of full white paints / track suit & white T-shirts / shirts for GTO task.
- (b) One pair of Sports Shoes preferably in white, one pair of leather shoes, two pair of white shocks and one pair of colour socks.
- (c) Two pair of formal dress (Full sleeves light colour shirt and dark colour trouser).
- (d) Track suit and winter wear as per seasonal requirement.
- (e) Adequate writing material.

17. Light bedding is provided by this Centre. Please do not bring bedding. However you can get one additional blanket during winter season, if you need it.

18. **Photographs.** Thirty copies of latest passport size photograph (not more than six months old) in white background will be brought along during SSB.

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

20. **Dress Code.** All candidates will be formally dressed when moving out of the living area. Appropriate / prescribed dress will be worn for attending each of the tests which shall be communicated to them from time to time.

21. **Sight Seeing.** Candidates may visit places in Allahabad after testing hours.

22. **Cash and Valuables** Do not 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 ATM is available within the Campus.

23. **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.

24. **Do's.**

- (a) Be courteous with all the 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.

25. **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.

26. **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.**

27. **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 :-

- (a) Running - 2.4 kilometers in 15 minutes.
- (b) Sit ups - 25
- (c) Push ups - 13
- (d) Chins ups - Minimum six.
- (e) Rope climbing - Three to four meters.

28. In case of any query, please mention your Roll Number, Course Number, Call Up letter Number, Full Address, E-mail ID and Mobile Number in your correspondence to enable this office to respond to your queries. You may also contact Selection Centre East, Allahabad on the following:-

- (a) Telephone - 0532-2424816 (Timings 8:30 AM to 2:00 PM & 5:30 PM to 7:00 PM)
- (b) Website - [joinindianarmy.nic.in](http://joinindianarmy.nic.in) (By login personal id in feedback query option)

Sd/-  
Call Up Offr  
SCE, Allahabad

**Appendix 'A'**

(Refers to Para 5 (h) of Joining Instructions)

**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 photostated copies of above documents have been verified by the undersigned and attested.

Place :  
Date :

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

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**Appendix 'B'**  
(Refers to Para 5 (j) of Joining Instructions)

**UNDERTAKING CERTIFICATE**

1. I \_\_\_\_\_ Roll No \_\_\_\_\_ a candidate for **JAG (WOMEN)-22** (Apr 2019) course hereby declare that my cumulative CGPA /SGPA /CPI of all semester is \_\_\_\_\_ out of \_\_\_\_\_, and as per the conversion formula provided by the university/ college the converted percentage of marks of all semester is \_\_\_\_\_%, which is equal to/more than the minimum cut off % age \_\_\_\_\_ as required for the said course.

2 I, further undertake that I may be allowed to appear in this interview at my own risk and my candidature for **JAG (WOMEN)-22** (Apr 2019) 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 \_\_\_\_\_
- (b) CGPA/SGPA/CPI of all Semester \_\_\_\_\_.
- (c) Calculated Percentage \_\_\_\_\_.

(Signature of Candidate)

Place :

(Signature of *Dean/ Principal / Registrar*)

Dated : 2018

**Appendix 'C'**  
(Refers to Para 5 (k) of Joining Instructions)

**CERTIFICATE FOR NOT HAVING DUPLICATE PROFILES/REGISTRATION IDs**

1. I understand that creating duplicate profiles (registration IDs) on [www.joinindianarmy.nic.in](http://www.joinindianarmy.nic.in) is not allowed.

2. I hereby certify, that I have only one profile (registration ID) on [www.joinindianarmy.nic.in](http://www.joinindianarmy.nic.in) whose user name is\_\_\_\_\_.

**OR**

I have more than one profiles (registration IDs) on [www.joinindianarmy.nic.in](http://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 authorities 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 understood that all my current applications are liable to be cancelled at any stage of the selection process.

Date : \_\_\_\_\_ Candidate Name : \_\_\_\_\_

Station : \_\_\_\_\_ Course : \_\_\_\_\_

Roll No : \_\_\_\_\_



**Appendix 'D'**  
(Refers to Para 10 (f) of Joining Instructions)

**(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 \_\_\_\_\_
3. Address : \_\_\_\_\_  
Distt : \_\_\_\_\_ State : \_\_\_\_\_ PIN : \_\_\_\_\_
4. Email address : \_\_\_\_\_
5. Beneficiary (A/c holder) Name: \_\_\_\_\_
6. Bank Name : \_\_\_\_\_
7. IFSC Code : \_\_\_\_\_
8. Branch Name : \_\_\_\_\_
9. Branch Code : \_\_\_\_\_
10. Account No : \_\_\_\_\_

**CERTIFICATE**

My TA entitlement (if applicable) may kindly be credited into the above acct. I have verified the Bank details and they are correct to the best of my knowledge.

Date :

\_\_\_\_\_  
(Signature of Candidate)

**Appendix 'E'**

(Refers to Para 10 (f) of Joining Instructions)

In lieu of IAFK - 1178

In lieu of IAFK - 1178

**SELECTION CENTRE (EAST), ALLAHABAD  
TA FORM  
TO BE COMPLETED BY CANDIDATES**

1. Name (in block letters) .....
2. Roll No..... Batch No. .... Chest No. ....
3. Father's name (in block letters).....
4. Date of birth..... Present age..... Years..... Months.....
5. Last examination passed / qualification .....
6. Address (as in application) .....
7. Nearest railway station from residence .....
8. Change of address, if any .....
9. Detail of Journey :-

## (a) Residence to SSB

Distance from residence to nearest railway station (km),	Ticket Nos (attach tickets)		Amount paid (Rs)		
	From residence to nearest railway station / boarding station	From nearest railway station / boarding station to SSB	Bus	Railway	Total

## (b) SSB to Residence

Distance from SSB to railway station (km)	Ticket Nos (attach tickets)		Amount paid (Rs)		
	From SSB to railway station	From railway station to residence	Bus	Railway	Total

10. Have you ever appeared for any SSB previously for the same type of commission (yes/no)  
If yes, give details, us under :-

Year	Place	SSB No	Batch No	Type of commission

Signature of Candidate

**FOR OFFICE USE ONLY**

Amount verified and paid by Call Up Office, as under :-

Journey	Bus (Rs)	Railway (Rs)	Total (Rs)	Remarks
Onward (to SSB)				
Return (to SSB)				
Total				

Station : Allahabad

Signature of dealing clerk

Date :