

Staff Selection Commission (KKR)

Bangalore

...

Subject:- Recruitment of Data Entry Operator Grade 'B' in M/o Agriculture, Cat. No. KK21017, Advt. No. KKR-02/2017 – Conduct of Document Verification - Regarding

Based on the marks secured by the candidates in Computer based Examination for Recruitment of Data Entry Operator Grade 'B' in M/o Agriculture, Cat. No. KK21017, Advt. No. KKR-02/2017 held on 15.02.2018, the below mentioned candidates are called for Document Verification (DV).

The Document Verification will be held at O/o the Regional Director, Staff Selection Commission (KKR), 1st Floor, " E" Wing, Kendriya Sadan, Koramangala, Bangalore – 560 034 as per the below mentioned schedule **on 24th May, 2018**. Call letters to the below mentioned candidates will not be sent by Post. The candidate may take a printout of the specimen Call Letter (at the last page), follow all the instructions/documents mentioned therein and attend the Document Verification as per below mentioned programme:-

Candidates are advised to ensure that they meet all the eligibility criteria as per the Notification. Candidates should invariably bring original photo identity card for attending the Document Verification.

LIST OF CANDIDATES FOR DOCUMENT VERIFICATION (IN ROLL NO. ORDER)

| SL.NO | ROLL NO | CANDIDATE'S NAME |
|-------|------------|------------------|
| 1 | 3721001011 | UTPAL KANT |

SPECIMEN CALL LETTER See Next Page



कर्मचारी चयन आयोग, (कर्नाटक-केरल क्षेत्र)
प्रथम तल ई-विंग, केंद्रीय सदन, कोरमंगला, बैंगलूर- 560 034
Staff Selection Commission
(Karnataka - Kerala Region)
First Floor, 'E' Wing, Kendriya Sadan
Koramangala, Bangalore - 560 034
दूरभाष/PHONE: 080-25502520 / 9483862020



सं0/No.I.700001/21/2018-Int

दिनांक /Dated 16th May, 2018

To

As per the above list.

विषय/ /Subject: Recruitment of Data Entry Operator Grade 'B' in M/o Agriculture, Cat. No. KK21017,
Advt. No. KKR-02/2017 – Conduct of Document Verification - Regarding

प्रिय अभ्यर्थी, / Dear candidate,

With reference to your candidature for the above mentioned recruitment, I am to advise you to present yourself for Document Verification at 09:30 AM on 24.05.2018 at the O/o the Regional Director, Staff Selection Commission (KKR), 1st Floor, " E" Wing, Kendriya Sadan, Koramangala, Bangalore – 560 034.

2. The Essential Qualifications prescribed for the post of Date Entry Operator Grade 'B' are:

- (a) Bachelor's Degree from a recognised University.
- (b) Should possess a speed of not less than 8000 (eight thousand) key depressions per hour for data entry work.

3. Based on the marks secured by the candidates in Computer based Examination for Recruitment of various Selection Posts held on 15.02.2018, the qualified candidates are called for Document Verification.

4. Formula applicable for conversion of CGPA into percentage of marks is: $9.5 \times \text{CGPA}$, if percentage of marks is not indicated in the Mark list. You should bring this Call Letter along with the following documents in original and also one self-attested copy thereof, for verification and record, respectively:-

- (i) Matriculation / High School/Higher Secondary School / equivalent certificate, issued by the State/Central Education Board and NOT by the Principal/Headmaster of the School/Institution where studied, showing your date of birth (in Christian Era).
- (ii) All other certificates i.e., Degree/Masters' Degree/Diploma/Experience etc., in support of your educational /technical/professional qualifications and subjects studied at various levels and mark sheets pertaining to all the years of each course indicating the subjects studied in each year.
- (iii) In case you are appearing as a Departmental candidate, necessary certificate in support of qualifying period of service / NOC from the Department concerned.

P.T.O.

- (iv) **The Category Certificate issued by the competent Authority should be in the format as prescribed in the Notice of Examination in support of your claim, viz., OBC/SC/ST/PH. Candidates claiming OBC status may note that certificate on Creamy Layer Status should have been obtained as per Para 12 (B) (ii) of the Notice of Examination.**
- (v) Certificates in support of claim regarding experience, indicating the nature of duties performed and the functions of the organization where such experience was gained.
- (vi) Two passport size photographs along with **Photo bearing Original Identity Card.**

5. In addition to the above, the **following documents should be downloaded from <http://ssckkr.kar.nic.in>** and produced at the time of Document Verification:-

- (i) Non- Debarment Form.
- (ii) Duly filled in Attendance Sheet with recent Passport size photograph pasted on it.

6. If you do not produce any of the above mentioned documents, you will not be admitted for the Document Verification under any circumstances, whatsoever, and no further opportunity will be accorded.

7. No Travel expenses or any other expenses will be paid by the Commission for attending the Document Verification.

8. Any change in your present postal address should be communicated to this office at once, showing your Roll Number, name of the Examination/Selection (Advt.No. & Cat.No.) the post applied for and the changed address.

9. **Your candidature is PROVISIONAL.** You must therefore ensure that you fulfill all the conditions of eligibility including the Essential Qualifications as laid down in the Advertisement/Notice of the examination. If at any stage it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained. The fact that you have been called for Document Verification does not confer any right to be treated as eligible for appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question.

10. Please note that date, time and venue of Document Verification is final and no request for change will be entertained. In case you fail to attend the Document Verification, it will be presumed that you are not interested in the post and your candidature will be treated as **"CANCELLED"**. No further correspondence will be entertained in this regard.

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

भवदीय Yours faithfully,

Sd/-

(बी श्रीनिवासन /B.Srinivasan)

सहायक निदेशक / Assistant Director