

SELECTION PROCESS

SSB interview is conducted by **Services Selection Board** for the recruitment of officers. SSB interview is a five days process with include two stage of testing. Only, when a candidate clears Stage I testing goes for Stage-II testing.

The aim of five day testing is to assess personality of candidates by three pronged approach – Manasa, Vacha & Karmna, Translating into your thoughts, speech and deed/actions. These three approaches are termed as techniques and they are assessed by Psychologist, Interviewing Officer and Group testing Officer independently. The summation of three approaches in conference gives inputs for identifying a potential and a trainable Armed Forces leader.

If you want to be an officer in Army, Navy or Air force, you have to attend SSB interview and clear it followed by your medical examination.

DIFFERENT SSB CENTRE LOCATION

Army

- Allahabad (11SSB, 14SSB, 18SSB, 19SSB and 34SSB)
- Bhopal (20SSB, 21SSB, 22SSB)
- Bangalore (17SSB and 24SSB)
- Kapurthala, Punjab

Navy

- Bhopal (33 SSB)
- Bangalore(12 SSB)
- Coimbatore

Air Force

- 1 AFSB, Dehradun
- 2 AFSB, Mysore
- 3 AFSB, Gandhinagar
- 4 AFSB, Varansi
- 5 AFSB, Kanchrapara

TESTING SCHEDULE AT SSB

The selection process is spread over five days testing schedule and is conducted in two stages. Stages I is conducted on the first day and the candidates having some chance of getting selected are retained for Stage II based on the performance of candidates in written test and Picture Perception and Discussion Test (PP & DT) conducted on Day 1. The brief program for five days is given below and the same is elaborated in subsequent sections.

- **STAGE -1**

DAY 1 - Written Test, PP & DT

- **STAGE – II**

DAY 2- Psych Test ; Interview

DAY 3- GTO 1 Day; Interview

DAY 4- GTO 2 Day; Interview

DAY5- Conference

REPORTING DAY

RECEPTION

The day of reporting at the SSB board, followed by document check and form filling[PIQ forms]. You are suppose to report at the place mentioned in the call letter, mostly you are asked to report at MCQ [Moment Control Office]. You will not find any difficult in doing so because there are many other candidates who reports on the same day, so you may find one or two.

[For some entries reporting day and Screening day are same, please follow your call letters for correct information]

Note: For some entries reporting day and screening[PPDT] are same, when your reporting time is early like 0700 hours then your screening day will be on the very first day(reporting day).

Candidates arriving late or by road/air should proceed directly on their own and report to the SSB. On your arrival at the SSB, you will be given sufficient time to settle down.

OPENING ADDRESS

The first organised event at the SSB is the opening address. The duty officer gives and introductory talk, explains matters of administration arrangements, the DOs and Don'ts at the SSB and the routine at SSB in the brief for the next five days. Listen carefully to what he says.

DOCUMENTATION

After the opening address Documentation check is the next event. You are required to produce your original certificates for verification and fill up certain forms like the TA form on the reporting day itself. You will also be allotted chest numbers for your Stage I testing.

**JOINING INSTRUCTION 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	Item	Quantity Required		Remarks
		Gents	Ladies	
A	Dark colour trouser and light colour shirt	1 set	1 set*	*Suits/Sarees permissible
B	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 white	1/2 pairs	1/2 pairs	
I	Writing material (pen (blue/black),pencil, eraser, A4 size white paper (10 Nos)	Adequate quantity	Adequate quantity	
K	Passport size colour photograph	20 copies	20 copies	Background of the photo should be white
L	Toilet items	As required	As required	
M	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 certificates/documents at the time of reporting at this centre and adhere to instructions in regard to documentation given below:-

- (i) Original Matric & Higher Secondary or equivalent certificate along with one attested copy thereof in support of your age. In case you fail to bring these certificates in ORIGINAL, please note that you WILL NOT be allowed to appear for SSB interview and NO REIMBURSEMENT of rail/bus fares/reservation-cum-sleeper charges will be permitted. Please note that statement of Marks in lieu of original certificates or any other date of birth certificate is not acceptable.

- (ii) Original/Provisional degree from the University/Institution and marks sheet of all the years/semesters along with a photocopy of each.
- (iii) Proof of identity with photograph such as voter ID (or) PAN card (or) driving license (or) passport (or) UPSC admit card. In case of candidates of NDA/10+2 TES, they are required to bring certificate with photo issued by principal as proof of identity.
- (iv) In case the result of final year/semester is awaited, then the candidate will submit a certificate from the principal, stating that the result of final year will be declared by all these documents will be verified by selection centre.(**Appx 'A'**)
- (v) **For final year students only**- if you are studying in final year of degree course, then please bring a certificate from the principal of your College/Institution stating that you are in final year of degree course and going to appear the final examination during.....failing which you will not be interviewed by SSB (**Appx 'B'**).
- (vi) **Candidates who have submitted their certificates and marksheets 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 (**Appx 'C'**).
- (vii) **Risk Certificate Applicable to NDA and TES Candidates.** As per (**Appx D**).
- (viii) Original NCC 'C' Certificate (Army/Navy/Airforce Wing) with one attested copy, if competing against reserved vacancies for NCC 'C' Certificate holders.
- (ix) Bring certified 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.
- (x) 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: IHQ, MoD (Navy)/PDMPR, 'C' Wing, Sena Bhawan, New Delhi - 110011.
- (xi) Candidates are further advised that documents already verified at Selection Centre, need not be submitted again to IHQ MoD (Navy). In case of loss of such documents the onus will entirely rest with the candidate.
- (xii) Photographs – Please bring twenty copies of the latest passport size photographs, unattested along with the negative in white shirt (not in coat)
- (xiii) Last and the most important the Call Up letter itself.

4. Travelling Allowance (TA).

- (a) TA is admissible for the shortest route only.
- (b) AC 3 Tier fare (including reservation-cum-sleeper charges) by main route from home station to Coimbatore/Bangalore/Bhopal 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-imburement of rail /bus fares/reservation-cum-sleeper charges will be permitted in the absence of original travel documents.
- (d) You are entitled to TA when you attend the interview for a commission for the first time. Such allowance is not admissible for second or subsequent attempts for the same type of commission.

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

- (a) Meet the eligibility criteria and educational qualifications as required.
- (b) Produce the original documents as given in the instructions.
- (c) Produce ID proof as mentioned at Para 8 above.

- 5. Change of address.** Change of address, if any, after submission of application will be intimated to IHQ, MoD.
- 6. Warning.** A candidate should withhold his move if he is a resident of Bhopal/Coimbatore/Bangalore, his permanent address is Bhopal/Coimbatore/ Bangalore or has a relative/friend serving in the selection centre or his unit is located in Bhopal/Coimbatore/Bangalore (Serving candidates only) and intimate IHQ, MoD (Navy)/ PDMPR the particulars of the person concerned and await further instructions. Any attempts made by candidates, their relatives or friends to influence the members of Services Selection Board in their favour either verbally or in writing will result in his name being removed from the list of candidates. In all matters of discipline, the Board President 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 provision of TR-192 (f) (ii). As such you will bring 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 the SSB.
- (b) Copies of movement order and Gen form/part II order will not be endorsed to SSB, Separate movement order will be issued to every individual required to report to the SSB.
- (c) In case the individual cannot present himself for interview, the SSB should be informed immediately.
- (d) No Arms and Ammunition will be carried by the candidate.
- (e) Please advise the candidate to bring two passport size photographs.
- (f) Candidates will be in possession of free return railway warrant and Identity Card.
- (g) Apprise SSB immediately in case you are at a local unit.

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
- (b) Sit ups-25
- (c) Push ups-13
- (d) Chin ups (minimum 06)
- (e) Rope Climbing (3 to 4 Meters)

12. Candidate 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 i.e. 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 candidates belonging to the North East and hilly area like Gorkhas, Nepalese, Assamese and Garhwalis, the height will be relaxed by 5 cms and weight commensurate with reduced heights.

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

No Claim Certificate

I..... father/guardian of
..... who is a candidate for
NDA/ NA entry of the Navy, hereby certify that I fully understand that my son/ daughter/ ward will,
if required, attend the Service 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 test given to him at the SSB Interview, whether
due to his own negligence or the negligence of any other person or otherwise.

Signature of Father/Guardian

Address
.....
.....

Place.

Date:.....

Appendix 'A'

(Refers to Para 3 (iv) of
Joining Instructions)

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

It is certified that _____ 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 of expected date of declaration of exam
results).

Place :

(Signature of the Principal/Registrar of the

Date :

College/University where studying with stamp)

Appendix 'B' (Refers
to Para 3 (v) of Joining
Instructions)

**FOR PRE FINAL YEAR STUDENTS OF UNIVERSITY ENTRY SCHEME (PRE
FINAL YEAR) COURSE ONLY**

It is certified that Mr _____ is in Pre-Final Year of degree
course and is going to appear in the Final Year/Semester Examination during
_____ and Final Year results will be declared by _____ (herein
month and year of expected date of declaration of the exam results is to be mentioned, failing which
you will not be interviewed by SSB. Mark-sheets of all the semesters (upto IV semester for Pre Final
year candidates) are also to be brought along with two attested photocopies).

Place:

(Signature of the Principal/Registrar of the

Date :

College/University where studying with stamp)

Appendix 'C'

(Refers to Para 3 (vi) 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 individual have been deposited with this College/University/Institution in
original for verification purpose:-

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

It is further certified that photostat 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)

Appendix 'D'

(Refers to Para 3 (vii) of
Joining Instructions)

RISK CERTIFICATE

I (Name) _____ father/guardian of (name of
candidate) _____ who is a candidate for NDA/TES
Regular Commission of the Navy, hereby certify that I fully understand that my son/ ward will, if
required, attend Service 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 :
Date :

(Signature of father / guardian)

Appendix 'E'
(Refers to Para
5 of Joining
Instructions)

SPECIMEN APPLICATION FOR CHANGE OF ADDRESS

From

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

E-mail _____

Mob No _____

To

The Call Up Officer

Selection Centre _____

APPLICATION FOR CHANGE OF ADDRESS

Sir,

1. Please refer to your Call Up letter bearing No SCE/_____/CU dated_____.
2. 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 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):-

3. May I request you to please include my postal address in the application for correspondence.
4. Thanking you.

Place :

Yours faithfully

Date :

(Signature of the candidate)