Subject: Call letter for interview for the post of Senior Private Secretary.

Dear Candidate,

You have applied for appointment on post of Senior Private Secretary as per the advertisement published in Amar Ujala and Dainik Jagran dated 21.04.2017.

In terms of the advertisement aforesaid, you are called upon with original testimonials for verification of documents and interview as per the following programme -

**Table A:**

<table>
<thead>
<tr>
<th>Documents verification date</th>
<th>Reporting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.08.2017</td>
<td>12.00 p.m.</td>
</tr>
</tbody>
</table>

| Venue | Conference Room of the Commission, 6, Bharmawala, Sahastradhara Road, Dehradun. |

**Table B:**

<table>
<thead>
<tr>
<th>Interview Date</th>
<th>Reporting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.08.2017</td>
<td>1.00 p.m.</td>
</tr>
</tbody>
</table>

| Venue | Conference Room of the Commission, 6, Bharmawala, Sahastradhara Road, Dehradun. |

Individual call letter will be dispatched by Speed Post separately. Terms and conditions mentioned in Individual letters shall be read as part of this intimation.

[Please visit Commission’s website www.ukhrc.net for information and eligibility criteria]
UTTARAKHAND HUMAN RIGHTS COMMISSION
DEHRADUN
6, Bharmawala, Sahastradhara Road, Dehradun
Phone No. 0135-2608444, email: uttarakhandhrc@gmail.com
Website: www.ukhrc.net

To

XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX

Letter No. /2017/UKHRC/Dehradun Dated .............

Subject: Call letter for interview for the post of Senior Private Secretary

Dear Candidate,

You have applied for appointment on post of Senior Private Secretary as per the advertisement published in Amar Ujala and Dainik Jagran dated 21.04.2017.

In terms of the advertisement aforesaid, you are called upon for verification of documents and interview as per the following programme -

**Table A:**

<table>
<thead>
<tr>
<th>Documents verification date</th>
<th>Reporting Time</th>
<th>12.00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Conference Room of the Commission, 6, Bharmawala, Sahastradhara Road, Dehradun.</td>
<td></td>
</tr>
</tbody>
</table>

**Table B:**

<table>
<thead>
<tr>
<th>Interview Date</th>
<th>Reporting Time</th>
<th>1.00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Conference Room of the Commission, 6, Bharmawala, Sahastradhara Road, Dehradun.</td>
<td></td>
</tr>
</tbody>
</table>

2. You should bring this **call letter** along with all the **original documents** copy of which you have annexed with your application form for verification. If you do not produce any of the above mentioned documents, in original, along with **3 sets of self attested copies** of the same, you will not be admitted for the Interview under any circumstance.

2.1 Matriculation or equivalent certificates in support of your Date of Birth;

2.2 Certificates in support of claim regarding experience, if any, indicating the nature of duties performed and the functions of the organization where such experience was gained;
2.3 Complete Discharge Certificate/Pension Payment Order in support of your claim of being in Ex-servicemen category, if applicable;
2.4 Identity proof to verify your address.
3. Candidates are requested to bring their own writing pad to be used as hard surface for taking **Dictation** along with Pencil and Sharpner.
4. You will have to bear travelling and other expenses on your journey to and from the place of the Interview as notified earlier. The Commission will not make arrangements for lodging and boarding for any candidates. No T.A. & D.A. will be admissible.
5. You have the option to converse either in Hindi or English in the Interview.
6. Your candidature is Provisional. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement 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 interview does not confer any right on you to be treated as eligible in all aspects for appointment or to be considered for interview. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down in the advertisement. **This eligibility will be rejected at the time of verification of documents also and in case, if after verification it is found that you are not eligible for interview your candidature will be rejected.**
7. No change in date, time and venue of the Interview will be allowed for any candidate under any circumstance. In case you fail to attend the interview, 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.
8. The result, as declared by the Commission will be final and binding on the candidates. No appeal/communication in this regard will be entertained.
9. The Commission will not be responsible for late/non-receipt of this letter due to delay in postal transit.
10. Canvassing in any form will result in cancellation of your candidature.

If any of the above mentioned conditions is not fulfilled, you will not be allowed to appear for the interview.

(prepared by: @email
checked by: @signature

(Registrar Law)

Uttarakhand Human Rights Commission

[Please visit Commission's website www.ukhrc.net for information and eligibility criteria]