

(To be uploaded on the website of the Commission; i.e. <https://ssc.gov.in> on 26-06-2025)



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003

Government of India,
Ministry of Personnel, Public
Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex,
Lodhi Road, New Delhi - 110003.

(Website of the Commission: <https://ssc.gov.in>)

Notice

Multi-Tasking (Non-Technical) Staff and Havaladar (CBIC & CBN) Examination, 2025

Dates for submission of online applications	26-06-2025 to 24-07-2025
Last date and time for receipt of online applications	24-07-2025 (23:00 hrs)
Last date and time for making online fee payment	25-07-2025 (23:00 hrs)
Dates of 'Window for Application Form Correction' and online payment of Correction Charges	29-07-2025 to 31-07-2025 (23:00 hrs)
Schedule of Computer Based Examination	20 Sep – 24 Oct 2025
Toll-Free Helpline Number to be called in case of any difficulty in filling up the Online Application Form	1800 309 3063 (Toll Free)

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

F.No.- E/15/2025-C-2 SECTION -The Staff Selection Commission will hold a competitive examination for recruitment of **Multi-Tasking (Non-Technical) Staff** (in Pay Level-1 as per Pay Matrix of 7th Pay Commission), a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in various Ministries/Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc., in different States/ Union Territories and **Havaladar** (in Pay Level-1 as per Pay Matrix of 7th Pay Commission), a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in Central Board of Indirect Taxes and Customs (CBIC) and Central Bureau of Narcotics (CBN) under Department of Revenue, Ministry of Finance.

2 **Vacancies:**

2.1 Tentative vacancies for the posts are as under:

MTS : **Vacancies being collected #**

Havaldar in CBIC and CBN : **1075***

#Updated/detailed vacancies will be made available on the website of the Commission (<https://ssc.gov.in>>Candidate's Corner> Tentative Vacancy)

*Details of tentative vacancies of Havaldar in CBIC and CBN are given at **Annexure-XVII.**

3 **Reservation:**

3.1 Reservation will be provided for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-servicemen (ESM) and Persons with Benchmark Disabilities (PwBD), etc. as per extant Govt. Orders.

3.2 The Commission makes the selection of candidates in accordance with the vacancies reported by the User Departments for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories are under the domain of the User Departments.

4 **Permissible disabilities for Persons with Benchmark Disabilities (PwBD) candidates:**

4.1 The details of functional requirement and suitability of various categories of benchmark disability for the post of MTS are as follows:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Multi-Tasking (Non-Technical) Staff	S, ST, W, BN, RW, SE, H, C	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction (d) ASD (M, MoD), ID, SLD, MI (e) Multiple disabilities involving (a) to (d) above.

4.2 The details of functional requirement and suitability of various categories of benchmark disability for the post of Havaldar are as follows:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Havaldar	S, ST, W, BN, KC, L, SE, MF, RW, H, C	(a) HH (b) OA, OL, OAL, LC, AAV, SD (Spinal deformity) and SI (Spinal Injury) without neurological/ limb dysfunctions, (c) Multiple disabilities involving (a) and (b) above.

Abbreviation used:

Functional Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, KC=Kneeling and Crouching, L=Lifting, MF=Manipulation with Fingers.

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm Affected, BA=Both Arms Affected, OL=One Leg Affected, BL=Both Leg Affected, OAL=One Arm and One Leg Affected, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, SD=Spinal Deformity, SI=Spinal Injury, ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI= Mental Illness.

5 Nationality/ Citizenship:

5.1 A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

5.2 Provided that a candidate belonging to categories (b), (c) and (d) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

5.3 A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him(hereinafter may be read as 'him/ her') by the Government of India.

6 Age Limit (As on 01-08-2025):

- 6.1 The crucial date for age reckoning is fixed as 01-08-2025 in accordance with the provisions of DoP&T OM No. 14017/70/87-Estt.(RR) dated 14-07-1988. The age limits for the posts as per the Recruitment Rules of various User Departments are:
- 6.1.1 18-25 years (*i.e.* candidates born not before 02.08.2000 and not later than 01.08.2007) for MTS.
- 6.1.2 18-27 years (*i.e.* candidates born not before 02.08.1998 and not later than 01.08.2007) for Havaldar in CBIC and CBN, Department of Revenue and a few posts of MTS in various departments.
- 6.2 Permissible relaxation in Upper age limit and category-codes for claiming age relaxation are as follows:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwBD (Unreserved/EWS)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	08 years
10	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age.
11	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on	Up to 45 years of age.

	closing date for receipt of online applications. (SC/ ST)	
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age.
13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age.

6.3 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted. Mismatch of date of birth will be a ground for rejection of candidature.

6.4 Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he (hereinafter may be read as 'he/ she') immediately after joining civil employment, gives self-declaration/ undertaking to the employer concerned about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

6.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation as per rules.

6.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as his/her) application for the Post/Service, the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.

6.7 **Explanation:** An 'ex-serviceman' means a person:

6.7.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and

- 6.7.1.1 who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- 6.7.1.2 who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- 6.7.1.3 who has been released from such service as a result of reduction in establishment;

or

- 6.7.2 who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

- 6.7.3 personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

- 6.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

- 6.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

- 6.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

6.8 **Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

7 Process of certification and format of certificates:

- 7.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.
- 7.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. **If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.**
- For example, a candidate X filled OBC in his application form. However, during document verification by the Indenting Department/ Organization, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by the Indenting Department/ Organization.*
- 7.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent changes of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form when such certificates are sought by concerned Indenting Departments/Organizations at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by the Indenting Department/Organization for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in

this regard in any form like Post, Fax, Email, By Hand, etc. shall not be entertained by the Commission and will be summarily rejected.

- 7.4 Crucial date for claim of SC/ ST/ OBC/ PwBD status or any other benefit *viz.* fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications. The crucial date here does not mean that the date of certificate(s) should be before the closing date of application, it means that on the crucial date, the candidate(s) must fall under the categories SC/ST/OBC/PwBD/ESM as applicable.
- 7.5 A person seeking appointment on the basis of reservation to OBCs must ensure that he does not fall in creamy layer on the crucial date. i.e. the closing date of application. The applicants of OBC category, who are not covered under creamy layer in terms of Standing Instructions of Government of India as amended from time-to-time, seeking Age-relaxation, Reservation etc. shall invariably submit the requisite certificate as per the format **(Annexure-X)**.

NOTE: The Commission will not insist on candidates producing OBC certificate issued within crucial/cut-off date. The candidature of OBC candidate will remain provisional, subject to verification of his/her claim by the Appointing Authority.

- 7.6 A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2025-2026 issued on the basis of Income for the financial year 2024-25 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019. The applicant of EWS category shall invariably submit the requisite certificate as per Format **(Annexure-XI)** from the Competent Authority, as when called for by the Commission/User Department concerned, otherwise their claims for reservation etc. shall not be considered. Candidates may also note that their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.
- 7.7 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the relevant documents is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

8 Provision of Compensatory Time and assistance of scribe:

- 8.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

- 8.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be made on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- 8.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA**.
- 8.4 The facility of scribes/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same in the online application form.
- 8.5 The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- 8.6 **If a PwBD/ PwD candidate opts for his/her own scribe, the following points may be noted:-**
- a) A person shall be allowed to function as a scribe only after completing his/her **One Time Registration (OTR) and Aadhaar authentication** on the website of the Commission.
 - b) A scribe shall not give assistance to more than one candidate in the same examination.
 - c) A candidate applying for an examination cannot act as a scribe for another candidate in the same examination. If a candidate is detected to have appeared or likely to appear as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.
 - d) The qualification of the scribe shall be one step below the qualification of the candidate taking the examination.
 - e) Candidates must ensure that the information furnished in respect of the scribe is correct. If at any stage during or after the examination, it is found that a candidate (PwBD/PwD) has availed the facility of scribe and the scribe is found to be an impersonator and / or any information furnished by the scribe or the candidate is found to be false/incorrect, then the candidate shall be held liable for the same and candidature of such candidate (PwBD/PwD) shall be cancelled forthwith.
 - f) Candidates are also required to ensure that the scribes engaged by them are not appearing in the list of debarred persons available on the website

of Commission (<https://ssc.gov.in>). Therefore, the candidates are advised to carefully go through the list of debarred persons available on the website of the Commission.

Any violation of above conditions will invite cancellation of candidature, debarment of candidate as well as scribe as per extant rule, relevant action against the scribe and criminal, if so required.

8.7 The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. The candidates with disabilities (PwD) eligible for scribe as per **Para 8.3** above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IIA**. In addition, the scribe has to produce a valid ID proof [as per list given at **Para-15.7**] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be uploaded along with proforma at **Annexure-II/Annexure-IIA**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post(s) and claims relating thereto.

8.8 **The procedure for registration of scribe and opting for the same is as under:-**

- a) Before a candidate can choose a person to act as his/her scribe, the person (scribe) shall be required to complete the OTR on the website of the Commission and must be Aadhaar authenticated. The OTR number generated on the scribe's mobile number during registration will be required to be filled up by the candidate so as to choose the person as his/her scribe.
- b) When the Admission Certificate is live, the candidate will be required to access the same on the website of the Commission and provide the OTR number of the scribe. A one-time password (OTP) will be generated and sent to the registered mobile number of the scribe. The candidate will need to get the OTP from the scribe and key in the same in the appropriate field on the portal. Requisite arrangements need to be ensured by the candidate and the scribe so that the process of opting for own scribe at the time of Admission Certificate generation goes smoothly.
- c) After completing the procedure, the Admission Certificate of the candidate as well as the Entry Pass of the scribe will be generated and this can be downloaded by the candidate.
- d) In case at the time of generation of the Admission Certificate, the candidate does not wish to go for own scribe despite having opted for the same in the application form, the candidate can choose to be assisted by a scribe provided by the Commission. After making such a choice the

candidate can download the Admission Certificate. Facility of scribe will be provided to the candidate by the Commission at the time of examination.

- e) In case own scribe chosen by the candidate, whose entry pass has also been generated, does not turn up to assist the candidate during the examination due to any contingency, the Commission will provide the scribe at the time of examination.

- 8.9 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 8.10 A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at Para 8.1, 8.2 and 8.3 above.
- 8.11 The candidates referred at Para 8.1, 8.2 and 8.3 above who are eligible for use of scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 8.12 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 8.13 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 8.14 The PwBD/PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

9 **Essential Educational Qualifications (As on 01-08-2025):**

- 9.1 The candidates must have passed Matriculation Examination or equivalent from a recognized Board as on or before the cut-off date *i.e.* **01-08-2025**.
- 9.2 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in the Gazette of India, all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the

purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

- 9.3 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result. Candidates will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Matriculation or equivalent in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by Indenting Departments/ Organizations concerned for the purpose of document verification. Otherwise, their candidature will be cancelled.
- 9.4 The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of required educational qualification must have been declared by the Board by the specified date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the EQ requirement.**
- 9.5 Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Departments/ Appointing Authorities concerned.

10 **How to apply:**

- 10.1 Applications must be submitted only in online mode at the new website of SSC Headquarters i.e. **<https://ssc.gov.in>** or through **mySSC** mobile application (which can be downloaded from Google Play Store). For detailed instructions, please refer to **Annexure-III and Annexure-IV** of this Notice **as well as Notice dated 02.06.2025 relating to the mobile app, available on the website of the Commission.** Sample proforma of One-time Registration and online Application Forms are attached as **Annexure-IIIA and Annexure-IVA.**
- 10.2 All the candidates who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website (<https://ssc.gov.in>) will be required to do so as the earlier OTR generated on the old website (<https://ssc.nic.in>) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new

website. The detailed instructions for OTR are given in **Annexure-III** to this Notice.

- 10.3 The candidates are advised to opt for Aadhaar Based Authentication, in terms of Aadhaar Policy as published on the website of the Commission, while completing their OTR process. The application(s) of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that photograph and/or signature uploaded by the candidate are not as per prescribed standards. Such candidates will not be required to produce recent colour photographs, original valid Photo Identity proof for admission to the examination venue at the time of Computer Based Examination.
- 10.4 For applying, the candidate is not required to have a pre-existing photograph of himself/herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand/sit before the camera when prompted by the application module and follow the following instructions while capturing live photographs :
- (i) **Find a place with good light and plain background.**
 - (ii) **Ensure the camera is at eye level before taking the photo.**
 - (iii) **Position himself directly in front of the camera and look straight ahead.**
 - (iv) **Ensure that his face is fully inside prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the area delineated by the camera.**
 - (v) **Candidate should not wear a cap, mask, glasses/spectacles or earphones/ headphones while capturing the photo**
- 10.5 The appearance of a candidate in the examination should be as per the photograph in the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full-frontal view. Applications with photographs not in accordance with the instruction are liable to be rejected. **In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.** However, the applications of candidates submitted through **Aadhaar Based Authentication process** will **not be rejected** on the aforesaid grounds.
- 10.6 Candidates are required to upload the scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). **Applications with inappropriate photographs or blurred/miniature photographs or signatures, not meeting the above requirements, will be rejected summarily.** However, the applications of

candidates submitted through **Aadhaar Based Authentication process** will **not be rejected** on the aforesaid grounds.

- 10.7 PwBD and PwD candidates willing to avail the benefit of reservation or scribe or both are required to upload Certificate of Disability as per **Annexure-I, Annexure-IA and Annexure-XII to XIV** whichever is applicable, at the time of filling online application form.
- 10.8 Last date and time for submission of online applications is **24-07-2025 (23:00hrs)**.
- 10.9 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.
- 10.10 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.
- 10.11 **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of form. They should also check that photograph and signature are meeting all the above requirements. Candidates are advised to keep a copy of the application.**
- 10.12 The information furnished by the candidates in their applications will be verified by the User Department/Commission with reference to the original documents during the Document Verification. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/ her candidature will be rejected forthwith. The candidates should ensure that they have furnished correct information in the application form.

11 **Application Fee:**

- 11.1 Fee payable: Rs. 100/- (Rupees one hundred only).
- 11.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 11.3 **Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Debit card.**
- 11.4 Online fee can be paid by the candidates up to **25-07-2025 (23:00hrs)**.
- 11.5 Candidates who are not exempted from the fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown as '**Incomplete**' and this information is printed

on the top of the Application Form printout. Further, status of fee payment can be verified at the 'Verify Payment' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

12 **Window for Application Form Correction [29-07-2025 to 31-07-2025 (2300:hrs)]:**

12.1 After the closing date for receipt of online applications, the Commission will provide a period of 03 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes only in the online application data as per their requirement.

12.2 A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction' *i.e.* if he has made mistake in his updated application also, he will be allowed to re-submit one more modified/ corrected application after making requisite corrections/ modifications. No more corrections in the application form will be allowed under any circumstances.

12.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.

12.4 The Commission will levy a uniform correction charge of ₹200/- for making correction(s) and re-submitting modified/ corrected application for the first time and ₹500/- for making correction(s) and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.

12.5 The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Debit cards.

12.6 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

12.7 The online Application Form last modified/corrected and submitted by the candidates will be treated as final application subject to the receipt of applicable correction charges, the latest modified/ corrected application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.

- 12.8 If the applicable correction charges are not received by the Staff Selection Commission, status of Application Form is shown as **'Incomplete'** and this information is printed on the top of the Application Form printout. Such application shall not be accepted and the previously submitted application will remain valid.
- 12.9 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

13 **Centres of Examination:**

- 13.1 A candidate must indicate the Centre(s) in the online Application Form in which he desires to take the examination. Tentative list of Examination Centres along with details of Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

Sl. No.	Name of Examination Centre(s) and Centre Code	Regional Office of SSC and State/UTs under their jurisdiction	Address of the Regional Offices and Website
1	Bhagalpur (3201), Muzaffarpur (3205), Patna (3206), Gaya (3203), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013)	Central Region (CR) / Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. (http://www.ssc-cr.org)
2	Dhanbad (4206), Jamshedpur (4207), Ranchi (4205), Balasore (Odisha) (4601), Berhampore (Odisha) (4602), Bhubaneswar (4604), Cuttack (4605), Rourkela (4610), Sambalpur (4609), Gangtok (4001), Asansol (4417), Burdwan (4422),	Eastern Region (ER) / Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1st MSO Building, (8th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal 700020 (www.sscer.org)

	Durgapur (4426), Kolkata (4410), Siliguri (4415), Shri Vijaya Puram (4802)		
3	Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Ernakulam (9213), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211), Kannur (9202), Kavaratti (9401)	Karnataka, Kerala Region (KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)
4	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	Madhya Pradesh Region (MPR)/ Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 (www.sscmpr.org)
5	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105), Jorhat (5107), Silchar (5511), Imphal (5501), Churachandpur (5502), Ukhrul (5503), Shillong (5401), Aizawl (5701), Dimapur (5301), Kohima (5302), Agartala (5601), Tezpur (5112)	North Eastern Region (NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam 781006 (www.sscner.org.in)
6	Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406), Sikar (2411), Dehradun (2002), Haldwani (2003), Roorkee (2006)	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (https://sscnr.nic.in)
7	Chandigarh/ Mohali (1601), Hamirpur (1202),	North Western	Regional Director (NWR), Staff Selection

	Shimla (1203), Jammu (1004), Samba (1010), Srinagar(J&K) (1007), Leh (1005), Amritsar (1404), Bathinda (1401), Jalandhar (1402), Patiala (1403),	Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh160009 (www.sscnwr.org)
8	Guntur (8001), Kurnool (8003), Rajahmundry (8004), Tirupathi (8006), Visakhapatnam (8007), Vijayawada (8008), Kakinada (8009), , Nellore (8010), Chirala (8011), Vizianagaram (8012), Ongole (8014), Srikakulam (8015),), Eluru (8016), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirappalli (8206), Tirunelveli (8207), Vellore (8208), Krishnagiri (8209), Hyderabad (8601), Warangal (8603) and Karimnagar (8604)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 (www.sscsr.gov.in)
9	Ahmedabad (7001), Vadodara (7002), Rajkot (7006), Surat (7007), Gandhinagar (7012), Mehsana (7013), Amravati (7201), Chhatrapati Sambhaji Nagar (7202), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208), Jalgaon (7214) and Panaji (7801)	Western Region (WR)/ Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra400020 (www.sscwr.net)

- 13.2 A candidate may give option for any three Centres, (anywhere in the country), in the order of priority. No request for change of centre at any stage/Tier(s) of Examination will be considered later under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.
- 13.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to add new Centre(s) of Examination in addition to the list of Centres given at Para 13.1 above or cancel any centre from the aforesaid list and ask the candidates opting that centre to appear from another centre. The Commission also reserves the right to divert candidates of a centre to some other Centre to take the examination.

14 **Scheme of Examination:**

- 14.1 For the post of MTS, the examination will consist of a Computer Based Examination (CBE) and for the post of Havaladar, the examination will consist of CBE and Physical Efficiency Test (PET)/Physical Standard Test (PST).
- 14.2 **The Computer Based Examination will be conducted in Hindi, English and in 13 regional languages viz.** (i) Assamese, (ii) Bengali, (iii) Gujarati, (iv) Kannada, (v) Konkani, (vi) Malayalam, (vii) Manipuri (Meitei or Meithei), (viii) Marathi, (ix) Odia (Oriya), (x) Punjabi, (xi) Tamil, (xii) Telugu and (xiii) Urdu.
- 14.3 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 14.4 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

14.5 **Computer Based Examination:**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
Session-I			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	Numerical and Mathematical Ability	20/60	
II	Reasoning Ability and Problem Solving	20/60	
Session-II			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	General Awareness	25/75	
II	English Language and Comprehension	25/75	

- 14.5.1 Computer Based Examination will be conducted in two Sessions:

Session-I and Session-II, on the same day and both the Sessions will be mandatory.

- 14.5.2 The candidates will get 45 minutes to complete Session-I. On completion of 45 minutes, Session-I will get automatically closed.
- 14.5.3 Immediately after completion of Session-I, Session-II will start. Session-II will also be for 45 minutes and immediately on completion of 45 minutes of Session-II, the Computer Based Examination will come to an end.
- 14.5.4 Computer Based Examination will consist of Objective Type, Multiple choice questions. The questions will be set in English, Hindi, and in 13 regional languages (as per **para 14.2**) for Session-I and the General Awareness Section of Session-II.
- 14.5.5 There will be no negative marking in Session-I. In Session-II, there will be negative marking of one mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 14.5.6 Marks scored by candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide Notice dated 02-06-2025 and such normalized scores will be used to determine final merit and cut-off marks.
- 14.5.7 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized by the experts before finalizing the Answer Keys and the decision of the Commission in this regard will be final. The Final Answer Keys will be used for processing the result of Computer Based Examination and the same will be uploaded on the website of the Commission after the declaration of result of Computer Based Examination.
- 14.5.8 There shall be no provision for re-evaluation/ re-checking of scores of any stage/ paper(s) of the Examination. No correspondence in this regard shall be entertained.

14.6 **Indicative Syllabus for Computer Based Examination:**

- 14.6.1 **Numerical and Mathematical Ability:** It will include questions on

problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

- 14.6.2 **Reasoning Ability and Problem Solving:** The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- 14.6.3 **General Awareness:** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.
- 14.6.4 **English Language and Comprehension:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.
- 14.6.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.
- 14.7 **Physical Efficiency Test (PET)/ Physical Standard Test (PST) for the post of Havaldar in CBIC and CBN:** Followings are the PET/ PST standards for the post of Havaldar in CBIC and CBN:

14.7.1 **Physical Efficiency Test (PET):**

	Male	Female
Walking	1600 meters in 15 minutes.	1 Km in 20 minutes

- 14.7.2 A woman candidate, who as a result of tests is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her candidature will be held in abeyance until the confinement is over. Vacancies against temporary unfit candidates will be kept unfilled in the final result. Such female candidates will be re-examined for Physical Efficiency Test (PET) six weeks after the date of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner. If found fit, they may be appointed against the vacancies kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time.

14.7.3 **Physical Standard Test (PST):**The minimum physical standards for the post of Havaldar in CBIC and CBN are as follows:

14.7.3.1 **Male:**

Height	Chest
157.5 cms. (relaxable by 5 cms. in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	Chest-81 cms. (fully expanded with minimum expansion of 5 cms.)

14.7.3.2 **Female:**

Height	Weight
152 cms. (relaxable by 2.5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	48 kg (relaxable by 2 Kg in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)

14.7.4 PET/ PST will be conducted by CBIC/CBN at various centres finalized by them. The candidates may be called for PET/ PST to any centre across the country.

14.7.5 Candidates may note that they must fulfill the requirements for PET/PST as prescribed in the Recruitment Rules (RRs), subject to exemption for PwBD candidates. The following exemptions are admissible to PwBD Candidates from certain PET/ PST conditions for the permissible disabilities for the post of Havaldar.

S. No.	Suitable category for benchmark disability for post of Havaldar	Exemption in PET/PST
1.	HH	No exemption
2.	OA	No exemption
3.	OL	May be exempted from Walking
4.	OAL	May be exempted from Walking
5.	LC	May be exempted from Walking
6.	AAV	No exemption. However, if due to acid attack the candidate suffers from orthopaedic disability i.e. OA, OL, OAL, then above exemption for OA , OL and OAL will apply
7.	MD involving above categories	Above exemption for HH ,OA , OL , OAL , LC , and AAV will apply

Abbreviations used: HH = Hard of Hearing, OA= One Arm Affected, OL= One Leg Affected, OAL= One Arm & One Leg Affected, LC= Leprosy Cured, AAV = Acid Attack Victim, MD = Multiple Disabilities.

- 14.7.6 Exemptions as mentioned are subject to the production of medical Certificate by PwBD candidates from a Government Medical Officer / Medical Board certifying that candidate is not able to walk.
- 14.7.7 The candidates who wish to avail any relaxation in PST, the requisite documents must be carried by them while appearing for PET/ PST. The scrutiny of such documents will be carried out by CBIC/CBN at the time of PET/ PST.

15 **Admission to the Examination:**

- 15.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.
- 15.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will only be accepted provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.
- 15.3 Admission Certificates for computer based examination will be issued online on the websites of the Commission (*i.e.* <https://ssc.gov.in>). Candidates are therefore advised to regularly visit the websites of the Commission (*i.e.* <https://ssc.gov.in>) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at **para-13.1**).
- 15.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the

Commission about **10 days** before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

- 15.5 Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 15.6 Facility for download Admission Certificates will be available about 2-3 days before the examination on the website of Commission. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 15.7 **Those candidates, who have not undergone Aadhaar Based Authentication, will be required to report at the examination Center two (02) hours before the scheduled start of examination.** In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate failing which they will not be allowed entry, such as:
 - 15.7.1 Voter's ID Card,
 - 15.7.2 Driving License,
 - 15.7.3 PAN Card,
 - 15.7.4 Passport,
 - 15.7.5 ID Card issued by University/ College/ School,
 - 15.7.6 Employer ID Card (Govt./ PSU),
 - 15.7.7 Ex-Serviceman Discharge Book issued by Ministry of Defence,
 - 15.7.8 Any other photo bearing ID Card issued by the Central/ State Government.
- 15.8 **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. However, the above condition is not applicable for Aadhaar authenticated candidates.**
- 15.9 PwBD/PwD candidates availing the facility of scribes as per **Para 8** shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of

the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

15.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

15.11 Applications with blurred photograph and/or blurred/miniature signature will be rejected. However, the aforesaid requirements will not be applicable for the candidates who have undergone Aadhaar Based Authentication.

16 Document Verification (DV):

16.1 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.

16.2 Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/ Departments/ Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/ Department/ Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up by direct recruitment. After declaration of final result of the examination, dossiers of selected candidates are forwarded to the User Ministries/Departments/Organizations. The User Ministries/Departments/Organizations shall accept the dossiers forwarded after declaration of final result. No User Ministry/Department/Organization shall return the dossier(s) of selected candidates on the ground of non-availability of Horizontal vacancies or on the ground that a Horizontal vacancy exists but the dossier of that category has not been provided by the Commission.

16.3 As per policy of the Commission, SSC does not maintain the waiting list/reserve list in respect of multi factor examinations conducted by it. However, it has been observed by the commission that after final results, some vacancies remain unfilled after document verification. Therefore, in an endeavour to fill all the notified vacancies to maximum, the commission is contemplating to introduce a scheme for single round of post allotment sliding seeking to fill up unfilled vacancies reported after Document Verification through extended cut off. Implementation of this sliding scheme is subject to the approval of Government of India and if approved, complete modalities of its implementation will be notified by the Commission on its website.

16.4 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at **Para 15.7** above while appearing for the Document Verification.

16.5 Candidates will have to bring original as well as copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:

- 16.5.1 Matriculation/ Secondary/Equivalent Certificate.
- 16.5.2 Order/ letter in respect of equivalent Educational Qualifications, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- 16.5.3 Caste/ Category Certificate, if belongs to reserved categories.
- 16.5.4 Persons with Disabilities Certificate in the required format, if applicable.
- 16.5.5 For Ex-Servicemen (ESM):
 - 16.5.5.1 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.
 - 16.5.5.2 Undertaking as per **Annexure-VIII**.
 - 16.5.5.3 Discharge Certificate, if discharged from the Armed Forces,
- 16.5.6 Relevant Certificate if seeking any age relaxation.
- 16.5.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 16.5.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 16.5.8.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 16.5.8.2 In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 16.5.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 16.5.8.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of

the area of applicant's permanent and present address or nearby area) and Gazette Notification.

16.5.9 Any other document specified in the Admission Certificate for DV.

16.6 **It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.**

17 **Preferences of Post-cum-States/ UTs/ Cadre Controlling Authorities:**

- 17.1 The candidates selected through this examination for the post of MTS will be posted in different Ministries/ Departments/ Offices of the Government of India or various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc. in various States/ UTs. The candidates will preferably be posted initially in the allotted States/ UTs. However, depending on the requirement of the User Departments, they may also be posted in different States/ UTs. Therefore, candidates should be willing to serve anywhere in India.
- 17.2 The candidates selected through this examination for the post of Havaldar in CBIC will be posted in different Cadre Controlling Authorities (CCAs) across the country. It may be noted that the candidates selected against a Cadre Controlling Authority (CCA) in CBIC will be required to serve throughout the service period in that CCA only, subject to cadre restructuring in CBIC from time to time. The territorial jurisdictions of various CCAs of CBIC are given at **Annexure-XV**. It may be noted that the jurisdiction of Directorate General of Performance Management (DGPM), CBIC is all over India. Therefore, candidates allocated DGPM in CBIC can be posted anywhere in India. Similarly Central Bureau of Narcotics (CBN) has its HQ at Gwalior, MP and Branch offices at Neemuch, Madhya Pradesh, Lucknow, Uttar Pradesh and Kota, Rajasthan. Therefore, the candidates allocated CBN can be posted anywhere in the different offices of CBN.
- 17.3 The candidates are therefore required to give preferences of Post-cum- States/ UTs/ CCAs in the order of priority, in the online application form. Codes for giving preferences are given at **Annexure-XVI**.
- 17.4 Candidates can give preferences for all the Post-cum-States/ UTs/ CCAs listed at **Annexure-XVI** or give limited preferences as per their choice/ convenience. If a candidate wishes to opt for the limited preferences, then he has to fill 'no choice' i.e. 'X' in the remaining columns/ boxes for giving preferences. For example, if a candidate wishes to opt for only six preferences of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' in that order of priority, then he has to give preferences as 20,18,21,19,70,72,X,X,X.....

- 17.5 Candidates will be considered for selection against the vacancies of only those Post-cum-States/ UTs/ CCAs for which they have given their preference in the online Application Form. If a candidate has opted for all the Post-cum-States/ UTs/ CCAs, he will be considered for the vacancies of all the Post-cum-States/ UTs/ CCAs. However, if a candidate has given limited preferences, he shall be considered for the vacancies of only those Post-cum-States/ UTs/ CCAs for which he has given the preference in the online Application Form. For example if a candidate has given only six preferences of MTS-Delhi, Havaladar (CGST)-Delhi, MTS-Rajasthan, Havaladar (CGST)-Jaipur and Havaladar (Directorate) CBN and MTS- 'Others' then he shall only be considered against the vacancies of MTS-Delhi, Havaladar (CGST)-Delhi, MTS-Rajasthan, Havaladar (CGST)-Jaipur and Havaladar (Directorate) CBN and MTS- 'Others' and shall not be considered for any other Post-cum-States/ UTs/ CCAs irrespective of the merit of the candidate and available vacancies in other States/ UTs/ CCAs. MTS-'Others' vacancies are not specific to any State/UT and are other than the MTS vacancies of States/UTs. For example if a candidate has given preference for MTS-'Others' only, then, he shall be considered for only MTS-'Others' vacancies and shall not be considered for MTS vacancies in other States/UTs.
- 17.6 **Preference of Post-cum-States/ UTs/ CCAs exercised by the candidates in the online Application Form will be treated as final and no change in the preference of Post-cum-States/ UTs/ CCAs will be allowed later under any circumstances.**
- 17.7 The candidates therefore must exercise due diligence and caution while giving preferences of Post-cum-States/ UTs/ CCAs.
- 17.8 Candidates are advised to give maximum number of preferences to improve their possibility of selection.
- 17.9 Preferences must be given as per codes mentioned at **Annexure-XVI**. If any other code(s) is used for giving preferences, the same shall not be considered.

18 **Mode of selection:**

- 18.1 The recruitment process will consist of Session-I and Session-II in Computer Based Examination (CBE).
- 18.2 The performance of the candidate in Session-I will be evaluated first and performance in Session-II would be evaluated only if a candidate qualifies in Session-I.
- 18.3 Minimum qualifying marks in Session-I and as well as in Session-II of Computer Based Examination are as follows:
- | | | | |
|--------|----------|---|-----|
| 18.3.1 | UR | : | 30% |
| 18.3.2 | OBC/ EWS | : | 25% |

18.3.3 All other categories : 20%

- 18.4 The recruitment process for the post of Havaldar will consist of Computer Based Examination (CBE) [as per Para 18.1 and 18.2], Physical Efficiency Test (PET)/ Physical Standard Test (PST).
- 18.5 For the post of MTS, there will be separate category-wise, State/ UT-wise cut-offs in Session-II. As the vacancies for MTS are in two age groups i.e. (i) 18 to 25 years and (ii) 18 to 27 years, the Commission may fix separate age group-wise, category-wise and State/ UT-wise cut-offs in CBE.
- 18.6 For the post of MTS, candidates will be shortlisted on the basis of their performance in Session-II of CBE. Normalized scores of the candidates will be used to determine merit in CBE. The merit list would be prepared solely based on performance in Session-II.
- 18.7 For the post of Havaldar, candidates will be shortlisted in the ratio of 1:7 (vacancies: candidates) for appearing in PET/ PST and on the basis of their performance in Session-II of CBE. Normalized scores of the candidates will be used to determine merit in CBE. The Commission may fix CCA-wise and category wise cut offs in Session-II of CBE.
- 18.8 The candidates who fail to qualify PET/ PST will not be considered for the post of Havaldar. However, as per their merit in the CBE, their candidature will remain valid for the post of MTS.
- 18.9 For the post of MTS, based on the performance in Session-II of CBE and preference of “post cum State/UT/CCA” exercised by them, candidates will be considered for final merit list.
- 18.10 For the post of Havaldar, based on performance in Session-II of CBE, preference of “post cum State/UT/CCA” exercised by them, and subject to qualifying in PET/PST, candidates will be considered for final merit list.
- 18.11 Final selection and allocation of Post-cum-States/ UTs/ CCAs will be made on the basis of performance of the candidates in Session-II of CBE, the preference of Post-cum-States/ UTs/ CCAs given by them in the online Application Form and the age-group of the candidates. Normalized scores of the candidates in Session-II will be used to determine merit and the candidates will only be considered against the vacancies of Post-cum-States/ UTs/ CCAs for which they have given their preference in the online Application Form. In the final result, there will be a single select list for all the posts. Once a Post-cum-State/ UT/ CCA is allocated, no change will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards.
- 18.12 As the vacancies for the post of MTS are in two age groups i.e. (i) 18 to 25 years and (ii) 18 to 27 years, therefore, in the final result, there will be separate age group-wise, State/ UT-wise and category-wise cut-offs. For the

candidates who are eligible for both the age-groups, vacancies will first be filled in the age-group of 18-25 years.

- 18.13 Further allocation of Ministries/ Department/ Offices in the allocated States/ UTs for the post of MTS will be made by the Commission by using the standard methodology.
- 18.14 Candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, EWS, ESM and PwBD categories may be qualified by applying relaxed standards if the Commission is of the opinion that sufficient numbers of candidates of these categories are not likely to be available in order to fill up the vacancies reserved for these categories.
- 18.15 SC, ST, OBC, EWS, ESM, and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ESM, EWS and PwBD candidates.
- 18.16 SC, ST, OBC, EWS, ESM, and PwBD candidate who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 18.17 A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 18.18 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- 18.19 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination(s), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

- 18.20 Candidates on final selection may be required to acquire the proficiency in local language of the allotted State/UT/CCA for confirmation of a candidate to the allotted post by the User Ministry/ Department/ Office concerned.
- 18.21 If a candidate scoring more than cut-off marks in any stage of the examination, is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the concerned Regional Office within 30 days from the date of declaration of result. Representation received in this regard after stipulated period will not be entertained.
- 18.22 If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of six month from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.

19 Resolution of Tie Cases:

- 19.1 In cases where more than one candidate secures the equal aggregate marks in session-II, tie will be resolved by applying the following methods, one after another, until the tie is resolved:
- 19.1.1 Marks in General Awareness of Session-II.
- 19.1.2 Total normalized marks in Session-I.
- 19.1.3 Date of birth i.e. the candidate older in age gets preference.
- 19.1.4 Alphabetical order of the names.

20 Action against candidates found guilty of misconduct:

- 20.1 The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the examination are liable to strict action, including cancellation of candidature and debarment from future examinations, as per the policy of the Commission.
- 20.2 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

S No.	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall	01-02 Years

	or passing it on to unauthorized persons during the conduct of examination.	
2	Leaving the Examination Venue before completion of the due procedure for exists.	01 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	02-03 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	03 Years
5	Deliberately making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	01-03 Years
6	Obtaining support/ influence for his candidature by any irregular or improper means in connection with his/her candidature.	03 Years
7	Possession of Mobile Phone, Bluetooth devices, Wireless devices, Spy Cameras or any electronic gadgets in the examination hall.	03-05 Years
8	Appearing or attempting in the same examination more than once in contravention of the rules.	02-05 Years
9	A candidate who is also working as an examination functionary in the same examination.	03 Years
10	Deliberately damaging examination related infrastructure/equipment.	01-03 Years
11	Appearing or attempting in the Exam with forged Admit Card, identity proof, etc.	03-05 Years
12	Possession of any fire arms/ weapons or threatening/intimidating examination functionaries with weapons/fire arms or assault, use of force, causing bodily harm in any manner to the examination functionaries' like Supervisor, Invigilator, Security Guard or Commission's Representatives etc.	07 Years
13	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	07 Years
14	Impersonate/Procuring impersonation by any person.	07 Years
15	Taking snapshots, making videos of question papers or examination material, labs, etc.	07 Years
16	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	07 Years
17	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	10 Years

18	Candidate acting as scribe in same examination or providing false declaration about scribe.	03- 5 Years
19	Candidate/Scribe acting as 'own scribe' in the same examination more than once.	03 Years
20	Candidate availing services of Scribe, who is debarred from Recruitment Process.	03 Years
21	During the exam, at any stage, if it is found that scribe is independently answering the questions or prompting answers in any direct/ indirect manner to candidate.	07 Years
22	Candidate applying with same photograph with different personal details as Name, Mother/Father name, DOB etc. in different Recruitments or vice a versa.	01-05 Years
23	Impersonator (as per the records of Staff Selection Commission) appearing as scribe for candidate	07 Years
24	Scribe appearing for more than one candidate in the same examination of SSC or candidate engaging such scribe	05-07 Years

20.3 The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

- 21 **Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of posts/ organizations to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 22 **Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of Regional Office concerned of SSC where the candidate has appeared in the examination(s).
- 23 In accordance with the directions issued by **DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016** for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (Gen/SC/ST/OBC/EWS/PH/Minority) (v) Gender of the candidate. (vi) Educational Qualification. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his application form,

from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or have not exercised their option will be made available on the website of the Commission.

- 24 **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

25 **Important Instructions to Candidates:**

(a)	BEFORE APPLYING, CANDIDATES MUST GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
(b)	THE CANDIDATE MUST WRITE HIS/HER NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION CERTIFICATE. IF ANY VARIATION IN THE DATE OF BIRTH IS OBSERVED AT THE TIME OF ENTRY IN THE EXAMINATION VENUE, HE/SHE SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION. FURTHER, IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION OR ANY OTHER TIME, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(d)	The Commission has implemented Aadhaar Based Biometric Authentication in current Examination. Accordingly, all candidates will have option to authenticate themselves using Aadhaar at the time of One Time Registration, while filling up online application form for the examination. The candidates who do not want to authenticate themselves through Aadhaar Based Authentication are required to upload the following documents for completion of their One Time Registration (OTR):- (i) Name Proof Document viz. Voter ID Card, PAN Card, Driving License, Government ID Card, Government Service Identity Card, Pension Document.

	(ii) Date of Birth Proof viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer, (iii) Address Proof viz. Voter ID Card, Driving License, A Bank Statement with an attested photograph of the applicant, Rent Agreement, Income Tax assessment Order. (iv) Photo (v) Gender Proof viz. Voter ID Card, Birth Certificate, School Leaving Certificate.
(e)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will only be accepted provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.
(f)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM/PwBD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(g)	Candidates with benchmark physical disability will be considered as Persons with Disabilities (PwBD) and entitled to age-relaxation/ reservation for Persons with Benchmark Disabilities.
(h)	One time Registration (OTR) of scribes: A person shall be allowed to act as a scribe only after completing his/her OTR and Aadhaar authentication. Various checks, including ensuring the qualification of scribe to be of a particular level, can be ensured through the OTR. A scribe shall not assist more than one candidate in the same examination. A candidate applying for an examination cannot act as scribe for another candidate in the same examination. If any declaration of scribe is found false at any stage, scribe as well as candidate will be debarred as per rules. Candidate must ensure that details of the scribe engaged by him/her is not appearing in the List of Debarred persons available on the website of the Commission. Therefore,

	candidate is advised to go through the List of Debarred persons available on the website of the Commission.
(i)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records.
(j)	Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules.
(k)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes to the notice of the Commission.
(l)	Applications with inappropriate photographs or blurred/miniature signatures, not as per instructions, will be rejected summarily. However, the application of candidates who have opted for Aadhaar Based Authentication will not be rejected on this ground.
(m)	The candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with full frontal view. In case the photograph captured is not as per instructions, the candidates are advised to recapture the photograph. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected. The appearance of a candidate in the examination should be as per the photograph in the application form. The specimens of acceptable / not acceptable photograph are given in Annexure-V. For capturing his / her photograph, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions: 1. Find a place with good light and plain background.

	2. Ensure the camera is at eye level before taking the photo. 3. Position yourself directly in front of the camera and look straight ahead. 4. Ensure that your face is fully inside the area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the area delineated. 5. Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo. 6. Candidates are required to upload the scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with blurred/miniature Signature will be rejected summarily. However, above rejections will not be applicable in case the candidate is Aadhaar authenticated.
(n)	Request for change/ correction in any particulars in the Application Form, (after the expiry of the period of the 'window for application form correction' as provided by the Commission) once submitted, will not be entertained under any circumstances.
(o)	Fee payable: ₹ 100/- (Rupees one hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), ESM eligible for reservation and Persons with Benchmark Disability (PwBD) are exempted from payment of fee.
(p)	After the closing date for receipt of online applications, the Commission will provide a period of 3 days (29.07.2025 to 31.07.2025) to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at Para-12 of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination will be cancelled.
(q)	Before submission of the corrected/ final online application, as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form OR expiry of the period of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

(r)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e- mail/ SMSs. Request to change Mobile No. & Email id shall not be entertained at a later stage. Though the efforts of sending information to candidates are made by the Commission but Commission is not bound to intimate candidates individually about various process of recruitments through SMS/Emails/Posts etc. Therefore, candidates are advised to regularly visit the website of the Commission/Regional Offices for updates on recruitment process. Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination: (i) Help Desk (SSC-HQ) 1800 309 3063 (Toll Free) (ii) SSC (CR), Allahabad 0532-2406000, 9452424060 (iii) SSC (ER), Kolkata 09477461228, 033 22902230, 9477461229 (iv) SSC (KKR), Bengaluru 080 25502520 (v) SSC (MPR), Raipur 0771 2960440 (vi) SSC (NER), Guwahati 9435052556, 9531456804 (vii) SSC (NR), New Delhi 011-24363343 (viii) SSC (NWR), Chandigarh 0172 2744366 (ix) SSC (SR), Chennai 09445195946, 044 28251139 (x) SSC (WR), Mumbai +91 7738422705 / 9869730700
(s)	Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is captured live during the filling up of the application form, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph in the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in application form. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected. However, the aforesaid requirements will not be applicable for the candidates who have undergone Aadhaar Based Authentication.
(t)	Those candidates who have not authenticated themselves with Aadhaar have to report at the examination centre 2 hours before the scheduled time. In addition to the Admission Certificate, it is mandatory to carry to the examination hall at least two passport size recent colour photographs,

	Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate, such as: (i) Driving License, (ii) Pan Card (iii) Passport (iv) ID Card issued by University/ College/ School, (v) Employer ID Card (Govt./ PSU), (vi) Ex-Serviceman Discharge Book issued by Ministry of Defence, (vii) Any other photo bearing ID Card issued by the Central/ State Government. If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD/PwBD candidates availing the facility of scribes as per Para 8 above shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof/ Scribe Pass, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
(u)	Candidates must be careful in giving preference of state(s)/UT(s)/CCA(s) while submitting the online application. A candidate will not be considered for a post and state(s)/UT(s)/CCA(s), if he does not indicate his preference for it. Preference once submitted shall be treated as final and will not be changed subsequently under any circumstances. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
(v)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(w)	After successful submission of online Application Form, candidates must take a print out of the online Application Form for their own record.
(x)	No admission certificates for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the website of Commission.
(y)	If a candidate scoring more than cut-off marks in any stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Regional Office concerned of the Commission within

	30 days of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
(z)	If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of 6 months after declaration of result, he must communicate immediately thereafter with the User Department concerned.
(aa)	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/wrong declaration shall lead to cancellation of candidature.
(bb)	The Commission reserves the right to use candidate exam data for analysis and if during the analysis any suspicious activity is found, his/her candidature is liable to be rejected.
(cc)	Candidates are requested to check the website of the Commission, viz., https://ssc.gov.in as well as website of the concerned Regional Office regularly for the latest updates in respect of the examination including those related to date of examination, vacancy position, etc.

Under Secretary to Govt. of India
Staff Selection Commission (Headquarters)
Dated 26-06-2025

Certificate regarding physical limitation for an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation
Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR).

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs..... (name of the candidate), S/o /D/o a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State/ UT). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is _____. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Please **read the instructions** given in the Notice of Examination carefully before filling up the online 'One-time Registration Form' and 'Application Form'.
2. **Aadhaar Based Authentication has been implemented for current Examination. All candidates have option to authenticate themselves using Aadhaar Number at the time of One Time Registration (OTR), while filling up the online application form for examination. Candidates who do not want to authenticate themselves through Aadhaar Based system are required to upload the prescribed documents for completing their One Time Registration (OTR).**
3. Before proceeding with One-Time Registration, keep the following information/ documents ready:
 - (a) Mobile Number (to be verified through OTP)
 - (b) Email ID (to be verified through OTP).
 - (c) Aadhaar Number. If Aadhaar Number is **not** available, please give any one of the following Identity Numbers. (You will be required to show the original document at a later stage):
 - (i) Voter ID Card
 - (ii) PAN
 - (iii) Passport
 - (iv) Driving License
 - (v) School/ College ID
 - (vi) Employer ID (Govt./ PSU/ Private)
 - (d) Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
 - (e) Disability Certificate Number, if you are a person with benchmark disability.
4. For One-Time Registration (OTR), click on 'Login or Register Now' button provided on <https://ssc.gov.in>.
5. One-Time Registration process requires filling up of following information:
 - (a) Personal details
 - (b) Password Creation
 - (c) Additional details
 - (d) Declaration.

6. **For filling up the ‘One-Time Registration Form’, please follow the following steps:**

- (a) Few critical details/fields (e.g. Aadhaar Number, Name, Father’s Name, Mother’s Name, Date of Birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between the original and the verify data fields, an indication will be given/displayed in red text.
- (b) **S No-1: Provide the information about Aadhaar Number.** If you don’t have Aadhaar Number you are required to upload the following documents:-
 - (i) For **Proof of Name** viz. Voter ID Card, PAN Card, Driving License, Govt. Identity Card, Govt. Service Identity Card, Pension document.
 - (ii) For **Proof of Date of Birth** viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a gazette Officer.
 - (iii) For **Proof of Address** viz. Voter Identity Card, Driving License, Bank Statement with attested photograph of the applicant, Rent Agreement, Income Tax Assessment Order.
 - (iv) **Photograph.**
 - (v) For **Proof of Gender** viz. Voter ID Card, Birth Certificate, School Leaving Certificate.
- (c) **S No-2:** Fill **your** name **exactly** as given in Matriculation (10th Class) Certificate.
- (d) **S No-3:** In case, any changes in your name have made after Matriculation (10th Class), indicate the same at S No-3a and 3b.
- (e) **S No-4:** Gender (Male/Female/Transgender).
- (f) **S No-5:** Fill your Date of Birth(DoB) **exactly** as given in Matriculation (10th Class) Certificate.
- (g) **S No-6:** Fill your Father’s name **exactly** as given in Matriculation (10th Class) Certificate
- (h) **S No-7:** Fill your Mother’s name **exactly** as given in Matriculation (10th Class) Certificate.
- (i) **S No-8 to S No-10:** Details of Matriculation (10th Class) Examination Details which include:
 - (i) Name of Education Board
 - (ii) Roll Number
 - (iii) Year of passing
- (j) **S No-11:** Level of Educational Qualification (Highest).
- (k) **S No-12:** Your Mobile Number. This must be a **functional mobile number** as it will be verified through “One Time Password” (OTP). It may be noted that any information which the Staff Selection Commission/Concerned Authority may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of Password/Registration Number, if required.
- (l) **S No-13:** Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the

Staff Selection Commission/concerned Authority may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/Registration Number, if required.

- (m) When the Personal Details provided at S No-1 to 13 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
- (n) You have to complete the Registration Process **within 14 days** failing which your Registration Details saved so far will be deleted.
- (o) Login using your Registration Number as **username** and auto generated **password** provided to you on your mobile and email.

Password Creation

- (p) Change your password, when prompted on first login.
- (q) After successful password change, you need to login again using your Registration Number and changed password.
- (r) On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your One-Time-Registration and you will be required to fill up additional details as under:

Additional details in Online Application Form

- (s) **S. No. 1:** Provide information about your Category.
- (t) **S. No. 2:** Provide information about your Nationality
- (u) **S. No. 3:** Provide Contact Details if other than Indian National
- (v) **S. No. 4:** Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
- (w) **S. No. 5:** Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified as suitable for government jobs, then provide Disability Certification Number.
- (x) **S. No.: 6 to 7:** Provide information about your Permanent and Present Address. Save the data and proceed further to the last part of the Registration Process.
- (y) Save the information provided. Take the print of draft Preview and review the information provided thoroughly, before "Final Submit".
- (z) Upon clicking the "Final Submit" two different OTPs will be sent to your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
- (aa) Read the "Declaration" carefully and if you agree with the declaration, click "I Agree".
- (bb) After submission of Basic Information, if the registration process is not completed within 14 days, your data will be deleted from the system.

7. You can not edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/ incorrect information may lead to cancellation of our candidature. However, if you want to modify any of One-time Registration details, the option to edit the existing One Time Registration form (OTR) would be permitted only till **30.06.2025**.
8. **YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

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[Login or Register](#)



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New Candidate

One Time Registration


Personal Details
Candidate's Name, Identification, Contact


Password Creation
Create New Password


Additional Details
Candidate's Nationality, Address, Education


Declaration
Candidate's Details, Confirmation

Note

Candidates must be very cautious while filling up One Time Registration (OTR) details. Your candidature may get cancelled in case incorrect or wrong information is furnished.

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One Time Registration Personal Details

1. Do you have a Aadhaar Card ? *

☒ Yes ☐ No

1.1. Enter Your Aadhaar Details (UID / VID) *

e.g. 526252527262

Aadhaar Number should be same as mentioned in Aadhaar Card.

a. Verify Aadhaar Details (UID / VID) *

eg. 526252527262

☐ I consent to the use of my Aadhaar data for authentication purposes by SSC. I understand that the authentication will be done using my Aadhaar number or biometric data and that my information will be processed and stored securely. I acknowledge that I have read and understood the Privacy Policy and Terms of Service of SSC.

Send OTP

2. Candidate Name (As per Matriculation Certificate) *

1. Candidate Name should be same as mentioned in Matriculation Certificate.
2. Please enter name without any salutation (e.g. Sir/Mr/Ms/Mr/Dr/Prof).

a. Verify Candidate Name (As per Matriculation Certificate) *

3. Have you ever changed Name ? *

☐ Yes ☒ No

a. New Name / Changed Name

b. Verify New Name/Changed Name

4. Gender *

Select

a. Verify Gender *

Select

5. Date Of Birth (DD-MM-YYYY) *

dd-mm-yyyy

Date of Birth should be same as mentioned in Matriculation Certificate.

a. Verify Date of Birth (DD-MM-YYYY) *

dd-mm-yyyy

6. Father's Name *

1. Father's Name should be same as mentioned in Matriculation Certificate.
2. Please enter name without any salutation (e.g. Mr/Mrs/Late/Dr/Prof etc).

a. Verify Father's Name *

7. Mother's Name *

1. Mother's Name should be same as mentioned in Matriculation Certificate.
2. Please enter name without any salutation (e.g. Mrs/Mrs/Late/Dr/Prof etc).

a. Verify Mother's Name *

8. Matriculation (10th class) Education Board *

Select

Education Board of Matriculation Examination.

a. Verify Matriculation (10th class) Education Board *

Select

9. Roll Number *

(1) Roll Number should be same as mentioned in Matriculation Certificate.
(2) Only / and - are allowed. Please enter Roll number without any other special character(s).
(3) If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

a. Verify Roll Number *

10. Year of Passing *

Select

a. Verify Year of Passing *

Select

11. Highest Level of Education Qualification *

Select

a. Verify Highest Level of Education Qualification *

Select

12. Candidate's Mobile Number *

OTP for verification will be sent to this mobile number

13. Candidate's Email ID *

OTP for verification will be sent to this Email ID

Note: At least one of mobile or email OTP validation is required to proceed further.

Save & Next



Personal Details

Candidate's name, identification,
contact

Password Creation

Create New Password



Additional Details

Candidate's nationality, address,
education

Declaration

Candidate's details confirmation

[← Homepage](#) > [One Time Registration](#)

Your Registration Number

100000000459

Note

1. Basic details are saved. Registration is partial and it should be completed within 30 days failing which your data would be automatically deleted.
2. Registration number and One Time Password is shared on your mobile number and email id. Use it to sign in to your account.
3. To complete registration process, click "continue" to set a new password.

Continue

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[← Homepage](#) > [One Time Registration](#)**Personal Details**Candidate's name, identification,
contact**Password Creation**

Create New Password

Additional DetailsCandidate's nationality, address,
education**Declaration**

Candidate's details confirmation

Dear Candidate, This is Your First Login!

Please Set a New Password

Registration Number *

10000000459

Old Password *

New Password *

Please Enter a Valid Password.

Note

- Password must be minimum 8 characters
- Include one or more uppercase letters
- Include one or more lowercase letters
- Include one or more number
- Include one or more special character
- Password must not contain spaces or tabs
- Password must not exceed 25 characters
- Use only allowed special characters: @ # \$ % ^ & + = ! * ? _ -
- Password must not contain repeated characters (e.g., aaa, 1111)
- Password must not be all numbers
- Password must not be all alphabets

Confirm Password *

Security Questions**Note**

- Security Questions allow you to regain entry to your account if you have forgotten your password and no longer have access to the email or Mobile number associated with your account.

Security Question: 1 *

Select

Answer *

Security Question: 2 *

Select

Answer *

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**Personal Details**Candidate's name, identification,
contact**Password Creation**

Create New Password

**Additional Details**Candidate's nationality, address,
education**Declaration**

Candidate's details confirmation

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One Time Registration

Additional Details**1. Category ***

EWS

a. Verify Category *

EWS

2. Nationality *

Citizen of India

3. Contact Details For Other Nationals**4. Visible Identification Marks ***

MOLE ON NOSE

5. Are you Person With Benchmark Disability (PwBD)? *☐ Yes ☒ No**a. Type of Disability****Note**

VH : Blindness and Low vision

HH : Deaf and hard of hearing

OH : Locomotor disability, including cerebral palsy, leprosy cured, dwarfism, acid attack, victims, & muscular dystrophy

Others : Autism, intellectual disability, specific learning disability & mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

b. Disability Certificate Number**6. Permanent Address *****a. Address *****b. State/UT ***

Select

c. District *

Select

d. Pin Code ***7. Is Present Address same as Permanent Address? ***☐ Yes ☒ No**a. Address *****b. State/UT ***

Select

c. District *

Select

d. Pin Code *

Save & Next

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-  **Personal Details**
Candidate's name, identification, contact
-  **Password Creation**
Create New Password
-  **Additional Details**
Candidate's nationality, address, education
-  **Declaration**
Candidate's details confirmation

One Time Registration Declaration

1. I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief.
2. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/terminated.

☐ I Agree for the above Terms & Conditions

 Preview OTR

Declare

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Part-II (Online Application Form)

1. Before proceeding with filling of online application, note/keep the following data ready:

a. For applying, the candidate is not required to have a pre-existing photograph of himself/herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand/sit before the camera of the computer/mobile phone when prompted by the application module and follow the following instructions while capturing photographs :

- (i) Find a place with good light and plain background.**
- (ii) Ensure the camera is at eye level before taking the photo.**
- (iii) Position himself directly in front of the camera and look straight ahead.**
- (iv) Ensure that his face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.**
- (v) Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo.**

Candidates, who are unable to capture their photo through a camera, are advised to use the QR code provided at S. No. 1 of Upload Documents for downloading the app for Android Mobile Phones from the Google Play Store to capture their photos through mobile devices. The photo should be without a cap, without spectacles and a frontal view of the face should be visible. Applications with photographs not in accordance with the instructions are liable to be rejected.

b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with illegible/ blurred/miniature signature will be rejected.

c. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc.

2. Login to online system through your '**Registration Number**' and **password**.

3. Click on 'Apply' in '**Multi-Tasking (Non-Technical) Staff, and Havaladar (CBIC & CBN) Examination, 2025**' Section under 'Live Exam' tab.

4. Information in columns at **S No-1 to S No 18** will be automatically filled from your One time Registration Data which is non-editable after **30.06.2025**. However, if you want to modify any of One-time Registration details, the option to edit the existing One Time Registration form (OTR) would be permitted only till **30.06.2025**.

5. S No-19: Please indicate highest educational qualification possessed by you.

6. S No-20: Please indicate details of "qualifying" educational qualification: S No. 20, 20.1, 20.2 will be automatically populated. However, you have to fill in S No 20.3 to 20.7.

7. S No-21: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen and therefore

they should select 'No'. If you choose option 'Yes', then indicate your details at Sr. No. 21.1 to 21.5.

8. S No-22: If you are seeking age relaxation, select appropriate age-relaxation code at Sr. No22.1.

9. S No-23: Please see Notice of Examination, Para No: 23 and fill up accordingly.

10. S No-24: Give your preference for Examination Centers. You may choose three examination Centers anywhere in country. Choice for all the three Centers must be given in the order of preference. Please see Para-13 of the Notice of Examination for more information.

11. S No-25: Select the medium for Computer Based Examination (CBE). The list of languages for the examination is given at para 14.2 of the Notice.

12. S No-26.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Others candidates as per S No 8.1. Candidates opting "Yes" against S.No 26.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination. Please refer Para 8.1 of the Notice of Examination.

13. S No-26.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Both Arms Affected (BA) or Cerebral Palsy (CP). This option will be available only to PwBD-OH and PwBD-Other candidates as per S No 8.1. Candidates opting "Yes" against S. No 26.2 will be eligible for Scribe/ compensatory time; however, such candidates will have to produce the Disability Certificate with at least 40% BA or CP disability at the time of examination. Please refer Para 8.1 of the Notice of Examination.

14. S No-26.3: Indicate if you have physical limitation to write as per Para 8.2 or 8.3 of the Notice and scribe is required to write on your behalf. This option will not be applicable for those candidates who are either PwBD-VH candidates as per S No 8.1 or have opted "Yes" against S No 26.1 or S No 26.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates as per S No 8.2 opting "Yes" against S. No 26.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at Annexure-I of the Notice of Examination, at the time of Examination. Non-PwBD Candidates as per S No 8.3 (i.e. PwD below 40% disability) opting "Yes" against S No 26.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to produce the certificate from competent authority as per format at Annexure-IA to the Notice of Examination, at the time of Examination. Please go through Para-8.2 & 8.3 of the Notice of Examination for more information.

15. S No-26.4 to 26.6: If you are eligible for availing the facility of scribe as per Para-8 of the Notice of examination, provide information about the requirement of scribe. These options will be available only to candidates opting "Yes" against either of S No 26.1 or 26.2 or 26.3.

16. S No. 27: Please indicate your preference of State(s)/ UT(s)/CCA(s) in your preference order.

17. Capture your Photograph following the instructions as specified at S. No-1(a) above. Applications with blurred photograph will be rejected.

18. Upload your signature as specified at S.No.-1(b) above. Applications with blurred/miniature signatures will be rejected.

19. While seeing the Preview, you may kindly check all the details entered are correct and that instructions regarding photograph/ signature as mentioned above at various places in the Notice are duly followed and Verify the information provided by you.

20. Complete your declaration by clicking on the “I agree” check box and filling up the captcha code.

21. On verification of the correctness of your application data as visible in Preview, proceed with “Submit Application”.

22. Proceed to make fee payment if you are not exempted from payment of fee.

23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro or RuPay Debit cards.

24. Refer to Para 11 of the Notice of Examination for further information on the payment of the fee.

25. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.

1. Personal Details:

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Staff Selection Commission

Candidate Dashboard > Post Details

Personal Details

Note: Information in columns at 5 No-1 to 18 will be filled automatically from your One-time Registration Data which is non-editable. However, if you want to modify any of the One-time Registration details, click on 'Edit Registration Details' button provided at the righthand top corner of 'Candidate Dashboard' and make suitable corrections before proceeding further.

- Candidate's Name: (As per the Matriculation Certificate)
- New / Changed Name:
- Father's Name:
- Mother's Name:
- Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):
- Age as on 01/01/2025:
- Gender:
- Category:
- Whether a Person with Benchmark Disability (PwBD)?:
- If Yes, Type of Disability:
- Nationality:
- Visible Mark of Identification:
- Matriculation (10th Class) Examination Board:
- Matriculation (10th Class) Year of Passing
- Matriculation (10th Class) Roll No.:
- 15.1. Permanent Address:
- 15.2. State:
- 15.3. District:
- 15.4. PIN Code:
- 16.1. Correspondence Address:
- 16.2. State:
- 16.3. District:
- 16.4. PIN Code:
17. Email:
18. Mobile Number:

Next

2. Educational Details:

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 Government of India
Staff Selection Commission



1

Candidate Information

2

Additional Information

3

Upload Documents

4

Preview Form

5

Submit Form

[←](#) [Candidate Dashboard](#) > [Education Detail](#)

Education Details

19. Highest Educational Qualification: *

Select

Qualifying Educational Qualification

20. Details of Qualifying Educational Qualification: *

10th Standard

Please refer to the Notice of Examination, Para No. 9.1 to 9.2

20.1. EQ Status: *

Passed

20.2. Passing Year: *

2021

20.3. State/ UT of Board: *

Assam

20.4. Name of Board: *

ASSAM SANSKRIT BOARD

20.5. Roll Number: *

123456

20.6. Percentage: (Note: Candidates who do not have their percentage mentioned on their marksheet due to COVID-19 or any other reasons for the years 2020 and 2021 can enter 'NA')

Enter percentage here..

20.7. CGPA:

Enter CGPA here..

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3. Additional Details I :

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Government of India
Staff Selection Commission



1

Candidate Information

2

Additional Information

3

Upload Documents

4

Preview Form

5

Submit Form

[←](#) [Candidate Dashboard](#) > [Additional Information-I](#)

Additional Information-I

21. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? *

☒ Yes ☐ No

21.1. Date of Joining the Armed Forces (DD/MM/YYYY): *

21.2. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY): *

21.3. Length of service in the Armed Forces:

21.4. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM)?

☐ Yes ☐ No

21.5. Date of Joining to Civil Post (DD/MM/YYYY):

22. Whether seeking Age Relaxation?*

☒ Yes ☐ No

22.1. If Yes, Age Relaxation Code: *

Please refer to the Notice of Examination, Para No. 6.2

23. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No.39020/L/2016-Estt.(P) dated 22/06/2016?*

Please refer to the Notice of Examination, Para No. 23

☐ Yes ☐ No

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4. Additional Details II:

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1 Candidate Information

Personal Details

Education Details

2 Additional Information

Additional Information-I

Additional Information-II

3 Upload Documents

4 Preview Form

5 Submit Form

← Candidate Dashboard > Additional Information-II

Additional Information-II

24. Preference of Examination Centres: *

Please refer to the Notice of Examination, Para No. 13

Preference 1

Select

Preference 2

Select

Preference 3

Select

25. Medium for Computer Based Examination (CBE): *

Select

Verify Medium for Computer Based Examination (CBE): *

Select

26.1. Are you a person with benchmark disabilities (40% or more) in the category of blindness (VH)?:

Please refer to the Notice of Examination, Para No. 8.3

☐ Yes ☐ No

26.2. Are you a person with benchmark disabilities (40% or more) in the category of Both Arms Affected (BA) or Cerebral Palsy (CP)?:

Please refer to the Notice of Examination, Para No. 8.3

☐ Yes ☐ No

26.3. Do you have a Physical limitation to write as per para 8.2 or 8.3 of the notice (Certificate to this effect from competent authority as per format at Annexure-I / Annexure-IA to the notice of Examination would be required at the time of Examination)?:

☒ Yes ☐ No

Please upload requisite certificate

Choose File No file chosen

26.4. Whether scribe is required?:

Please refer to the Notice of Examination, Para No. 8

☒ Yes ☐ No

26.5. Will you make your own arrangement of Scribe?:

☐ Yes ☒ No

26.6. If Scribe is to be arranged by SSC, then indicate medium: *

Select

State(s) / U.T(s) / CCA(s)

Codes State(s)/U.T.(s)/CCA(s)

Codes State(s)/U.T.(s)/CCA(s)

Codes State(s)/U.T.(s)/CCA(s)

27. Preference of State(s)/ UT(s)/ CCA(s): *

Filling of all boxes is mandatory. However, if you want to give limited preferences then enter 'X' in remaining boxes.

Reset

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Save & Next



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5. Upload Photo and Signature:

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1

Candidate Information

Personal Details

2

Additional Information

Additional Information-I

Additional Information-II

Post Details

3

Upload Documents

4

Preview Form

5

Submit Form

[←](#) [Candidate Dashboard](#) [>](#) [Upload Photograph & Signature](#)

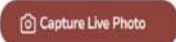
Upload Photograph & Signature

1. Face Authentication Status : Pending

2. Capture Your Photograph

Instructions:

- Find a place with good light and plain background.
- Ensure the camera is at your eye level before capturing the photo.
- Position yourself directly in front of camera and **look straight**.
- Ensure that your **face is fully inside the red rectangular area** delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
- Candidates **shouldn't wear a cap, mask or glasses / spectacles** while capturing the photo.
- In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.
- Do not wear earphones or any device while capturing photo.**



Or

If you are unable to capture live photo with your device, scan the below QR code to download the app from the play store.



3. Upload Your Signature *

Instructions:

- Please read the advisory to Candidates with respect to photo and signature and common causes of rejection.
[Click here to read](#)
- Allowed image size: 10 KB to 20 KB in JPEG / JPG format.
- Image dimensions: about 6.0 cm (width) X 2.0 cm (height) at a resolution of 300 DPI.
- Application with blurred / miniature signature will be rejected.
- Signature should be horizontally aligned.



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6. Preview Form

Feedback | SSC Old Website

 Government of India
Staff Selection Commission



1

Candidate Information

2

Additional Information

3

Upload Documents

4

Preview Form

5

Submit Form

←

Candidate Dashboard

>

Preview Form

1

Candidate Information

^

Personal Details

1. Candidate's Name: (As per the Matriculation Certificate)

2. New / Changed Name:

3. Fathers Name:

4. Mother's Name:

5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):

6. Age as of 01/08/2025:

7. Gender:

8. Category:

9. Whether Person with Benchmark Disability (PwBD)?:

9.1 If yes, Type of Disability:

10. Nationality:

11. Visible Mark of Identification:

12. Matriculation (10th Class) Examination Board:

13. Matriculation (10th Class) Year of Passing:

14. Matriculation (10th Class) Roll No.:

15.1 Permanent Address:

15.2 State:

15.3 District:

15.4 Pin Code:

16.1 Correspondence Address:

16.2 State:

16.3 District:

16.4 Pin Code:

17. Email:

18. Mobile Number:

Educational Details

 Edit

19. Highest Educational Qualification:

20. Details of Qualifying Educational Qualification:

20.1 EQ Status:

20.2 Passing Year:

20.3 State/ UT of Board:

20.4 Name of Board:

20.5 Roll Number:

20.6 Percentage:

20.7. CGPA:

2 Additional Details

Additional Information-I

 Edit

21. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces?:

21.1. Date of Joining the Armed Forces (DD/MM/YYYY):

21.2. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

21.3. Length of service in the Armed Forces:

21.4. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM)?:

21.5 Date of Joining to Civil Post (DD/MM/YYYY):

22. Whether seeking Age Relaxation?:

22.1. If Yes, Age Relaxation Code:

23. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No.39020/1/2016-Estt.(P) dated 21/06/2016?:

Additional Information-II

 Edit

24. Preference of Examination Centres:

24.1. Preference 1:

24.2. Preference 2:

24.3. Preference 3:

25. Medium for Computer Based Examination (CBE):

26.1. Are you a person with benchmark disabilities (40% or more) in the category of blindness (VH)?:

26.2. Are you a person with benchmark disabilities (40% or more) in the category of Both Arms Affected (BA) or Cerebral Palsy (CP)?:

26.3. Do you have a Physical limitation to write as per para 7.2 or 7.3 of the notice (Certificate to this effect from competent authority as per format at Annexure-II/Annexure-IA to the notice of Examination would be required at the time of Examination)?:

26.4. Whether scribe is required?:

26.5. Will you make your own arrangement of Scribe?:

26.6. If Scribe is to be arranged by SSC, then indicate medium:

27. Preference of State(s)/ UT(s)/ CCA(s):

3 Uploaded Photograph & Signature: ^

Photo



Signature



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7. Declaration:

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Government of India
Staff Selection Commission



1

Candidate Information

Personal Details

2

Additional Information

Additional Information-I

Additional Information-II

Post Details

3

Upload Documents

4

Preview Form

5

Submit Form

Declaration

- I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.
- I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed / false or incorrect at any stage or ineligibility being detected before or after the Examination, my candidature / appointment is liable to be cancelled. I am willing to serve anywhere in India.
- I agree to authorize SSC to use my Aadhaar data for verification purpose (Verification will be subject to authorization from a competent authority).

☐ I agree

jbgzQ

Refresh

Captcha *

Captcha

[Go Back](#) [Submit](#)

SPECIMENS OF THE PHOTOGRAPHS

(A) Allowed



(B) Not Allowed

1	2	3	4
Too Small	Too much Extra Color	Too Close	Inverse Photo

5	6	7	8
With Goggles	Blur Photographs	Blur Photographs	Blur Photographs

9	10	11	12
---	----	----	----

			
Too Dark	Facing Sideways	with Spectacles	With Cap

CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES
SEEKING AGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as on closing date of receipt of Application Forms.

This office has no objection for his/ her appearing in the Multi Tasking (Non-Technical) Staff, and Havaladar (CBIC & CBN) Examination, 2025’.

Signature _____

Name _____

Office Seal _____

Place:

Date:

*(*Please delete the words which are not applicable.)*

CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____
(Name) _____ is due to complete the specified term of his
engagement with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY AN EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of the Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the district in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in _____ District/Division* _____ of the State/ Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/ Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/ her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____

Signature _____
** Designation _____
(with seal of office)

Place _____
Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/ Tribe Certificates:**

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING
FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/ town _____
in District/Division _____ in the State/ Union Territory
_____ belongs to the _____ Community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated _____.
Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in
the _____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer)
mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate : _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER
SECTIONS**

Certificate No. _____ Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
_____ permanent resident of _____,
Village/Street _____ PostOffice _____ District _____
in the State/ Union Territory _____ PinCode _____ whose photograph is
attested below belongs to Economically Weaker Sections, since the gross annual income* of
his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____
His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes
(Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport
size attested
photograph of the
applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
 - dwarfism
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory
of notified Medical Authority)

Signature/thumb impression of the person
in whose favour certificate of disability is issued

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.
 _____ son/wife/daughter of Shri
 _____ Date of Birth (DD/MM/YY) _____ Age _____
 years, male/female _____.

Registration No. _____ permanent resident of House No. _____
 Ward/Village/Street _____ Post Office _____ District _____ State
 _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :

In figures : - _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after years months, and therefore this certificate shall be valid till (DD)(MM)(YY) ____ ____ ____

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport
size attested
photograph
(Showing face
only) of the
person with

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____
 _____ Date of Birth (DD/MM/YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent
 resident of House No. _____ Ward/Village/Street _____ Post Office
 _____ District _____ State _____, whose photograph
 is affixed above, and am satisfied that he/she is a case of _____
 disability. His/her extent of percentage physical impairment/disability has been evaluated as per
 guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the
 relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			

15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in

whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

Territorial Jurisdiction of CBIC Cadre Control Authority

S No	Cadre Control Authority Type	Name of the Cadre Control Authority	State(s)/ UT(s) under jurisdiction of the Cadre Control Authority
1	CGST	Bengaluru	Karnataka
2	CGST	Bhopal	Madhya Pradesh, Chhattisgarh and parts of Maharashtra under Nagpur CCO except areas of Aurangabad CCA [Aurangabad and Nashik].
3	CGST	Bhubaneshwar	Odisha
4	CGST	Chandigarh	Punjab, Himachal Pradesh, Chandigarh, J&K and Ladakh
5	CGST	Chennai	Tamilnadu and Puducherry
6	CGST	Thiruvananthapuram	Kerala and Lakshadweep
7	CGST	Delhi	Delhi and Haryana
8	CGST	Goa	Goa
9	CGST	Hyderabad	Telangana and Andhra Pradesh
10	CGST	Jaipur	Rajasthan
11	CGST	Kolkata	West Bengal, Andaman and Nicobar Islands and Sikkim.
12	CGST	Lucknow	Uttar Pradesh and Uttarakhand
13	CGST	Mumbai	Maharashtra (Commissionerates under Mumbai CGST) excluding Commissionerates under Pune CGST and Nagpur CGST
14	CGST	Aurangabad	Aurangabad CCA Areas under Commissionerate of Aurangabad and Nashik
15	CGST	Pune	Maharashtra (Commissionerates under Pune CGST) excluding Commissionerates under Mumbai CGST and Nagpur CGST
16	CGST	Ranchi	Bihar and Jharkhand
17	CGST	Guwahati	Meghalaya, Manipur, Arunachal Pradesh, Assam, Mizoram, Nagaland and Tripura
18	CGST	Vadodara	Gujarat, Dadra and Nagar Haveli and Daman and Diu
19	Customs	Chennai	Tamil Nadu and Puducherry
20	Customs	Thiruvananthapuram	Kerala and Lakshadweep
21	Customs	Goa	Goa
22	Customs	Kolkata	West Bengal, Andaman and Nicobar Islands
23	Customs	Mumbai	Maharashtra (except areas under Nagpur CGST)
24	Customs	Visakhapatnam	Andhra Pradesh
25	Directorate	DGPM	All states/ UTs
26	Directorate	CBN	CBN has its HQ at Gwalior and Branch offices at Neemuch in Madhya Pradesh, Lucknow in Uttar Pradesh and Kota in Rajasthan.

Annexure-XVI

Post	Name of State/ UT/ CCA	State/ UT/ CCA	Code	Region
Havaladar-CGST	Chandigarh	CCA	11	NWR
MTS	Chandigarh	UT	12	NWR
MTS	Haryana	State	13	NWR
MTS	Himachal Pradesh	State	14	NWR
MTS	Jammu and Kashmir	State	15	NWR
MTS	Ladakh	UT	16	NWR
MTS	Punjab	State	17	NWR
Havaladar-CGST	Delhi	CCA	18	NR
Havaladar-CGST	Jaipur	CCA	19	NR
MTS	Delhi	State	20	NR
MTS	Rajasthan	State	21	NR
MTS	Uttarakhand	State	22	NR
Havaladar-CGST	Lucknow	CCA	23	CR
MTS	Bihar	State	24	CR
MTS	Uttar Pradesh	State	25	CR
Havaladar-CGST	Bhubaneshwar	CCA	26	ER
Havaladar-CGST	Kolkata	CCA	27	ER
Havaladar-CGST	Ranchi	CCA	28	ER
Havaladar-Customs	Kolkata	CCA	29	ER
MTS	Andaman and Nicobar Islands	UT	30	ER
MTS	Jharkhand	State	31	ER
MTS	Odisha	State	32	ER
MTS	Sikkim	State	33	ER
MTS	West Bengal	State	34	ER
Havaladar-CGST	Guwahati	CCA	35	NER
MTS	Arunachal Pradesh	State	36	NER
MTS	Assam	State	37	NER
MTS	Manipur	State	38	NER
MTS	Meghalaya	State	39	NER
MTS	Mizoram	State	40	NER
MTS	Nagaland	State	41	NER
MTS	Tripura	State	42	NER
Havaladar-CGST	Bhopal	CCA	43	MPR
MTS	Chhattisgarh	State	44	MPR
MTS	Madhya Pradesh	State	45	MPR
Havaladar-CGST	Goa	CCA	46	WR
Havaladar-CGST	Mumbai	CCA	47	WR
Havaladar-CGST	Aurangabad	CCA	48	WR
Havaladar-CGST	Pune	CCA	49	WR
Havaladar-CGST	Vadodara	CCA	50	WR

Post	Name of State/ UT/ CCA	State/ UT/ CCA	Code	Region
Havaladar-Customs	Goa	CCA	51	WR
Havaladar-Customs	Mumbai	CCA	52	WR
MTS	Dadra and Nagar Haveli and Daman and Diu	UT	53	WR
MTS	Goa	State	54	WR
MTS	Gujarat	State	55	WR
MTS	Maharashtra	State	56	WR
Havaladar-CGST	Chennai	CCA	57	SR
Havaladar-CGST	Hyderabad	CCA	58	SR
Havaladar-Customs	Chennai	CCA	59	SR
Havaladar-Customs	Visakhapatnam	CCA	60	SR
MTS	Andhra Pradesh	State	61	SR
MTS	Tamil Nadu and Puducherry	State	62	SR
MTS	Telangana	State	63	SR
Havaladar-CGST	Bengaluru	CCA	64	KKR
Havaladar-Customs	Thiruvananthapuram (Cochin)	CCA	65	KKR
Havaladar-CGST	Thiruvananthapuram (Cochin)	CCA	66	KKR
MTS	Karnataka	State	67	KKR
MTS	Kerala	State	68	KKR
MTS	Lakshadweep	UT	69	KKR
Havaladar-Directorate	CBN	CCA	70	
Havaladar-Directorate	DGPM	CCA	71	
MTS	Other*	Other	72	

* Other vacancies of MTS are other than the MTS vacancies of above mentioned States/UTs and not specific to any State/UT.

Annexure-XVII

S.No	CCA Type	Zone/ Commissionerates/ Directorates	UR	SC	ST	OBC	EWS	Total	OH	HH	VH	PwBD- Other	Ex- Servic eman
1	CGST	Aurangabad- Hawaldar	1	1	0	1	2	5	0	0	0	0	0
2	CGST	Bengaluru- Hawaldar	3	1	0	3	1	8	0	0	0	0	1
3	CGST	Bhopal- Hawaldar	5	0	0	3	4	12	0	0	0	0	1
4	CGST	Bhubaneswar- Hawaldar	2	1	0	1	1	5	0	0	0	0	0
5	Directorate	CBN- Hawaldar	19	4	3	10	4	40	0	2	0	0	3
6	CGST	Chandigarh- Hawaldar	15	5	2	9	3	34	1	1	0	0	3
7	CGST	Chennai CGST- Hawaldar	13	5	2	9	3	32	0	0	0	1	3
8	Customs	Chennai Customs- Hawaldar	51	13	13	36	11	124	2	2	0	1	14
9	CGST	Delhi- Hawaldar	11	4	2	6	2	25	1	0	0	0	2
10	Directorate	DGPM- Hawaldar	0	6	2	12	9	29	1	0	0	0	3
11	CGST	Goa CGST- Hawaldar	1	1	0	0	0	2	0	0	0	0	0
12	Customs	Goa Customs- Hawaldar	1	0	0	1	0	2	0	0	0	0	0
13	CGST	Guwahati- Hawaldar	6	2	7	7	1	23	0	0	0	0	4
14	CGST	Hyderabad- Hawaldar	12	0	0	0	9	21	1	0	0	0	2
15	CGST	Jaipur- Hawaldar	6	0	2	1	2	11	1	0	0	1	1
16	CGST	Kolkata CGST- Hawaldar	0	0	0	0	0	0	0	0	0	0	0
17	Customs	Kolkata Customs- Hawaldar	11	0	2	0	0	13	0	0	0	0	1
18	CGST	Lucknow- Hawaldar	6	2	1	5	2	16	0	0	0	0	2
19	CGST	Mumbai CGST- Hawaldar	4	4	5	0	18	31	1	1	0	0	3
20	Customs	Mumbai Customs- Hawaldar	199	78	38	126	50	491	7	6	0	7	49
21	CGST	Pune- Hawaldar	43	2	0	14	4	63	0	0	0	1	6
22	CGST	Ranchi- Hawaldar	13	3	0	7	3	26	0	1	0	0	3
23	CGST	Thiruvananthapuram CGST- Hawaldar	0	0	0	1	0	1	0	0	0	0	0
24	Customs	Thiruvananthapuram Customs- Hawaldar	1	2	4	4	1	12	0	0	0	0	1
25	CGST	Vadodara- Hawaldar	21	3	7	11	4	46	0	0	0	1	5
26	Customs	Vishakhapatnam Customs- Hawaldar	3	0	0	0	0	3	0	0	0	0	0
		TOTAL	447	137	90	267	134	1075	15	13	0	12	107