

(To be uploaded on the website of the Commission; i.e. <https://ssc.gov.in> on 27-06-2024)



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 Havaldar (CBIC & CBN) Examination, 2024

Dates for submission of online applications	27-06-2024 to 31-07-2024
Last date and time for receipt of online applications	31-07-2024 (2300 hrs)
Last date and time for making online fee payment	01-08-2024 (2300 hrs)
Dates of 'Window for Application Form Correction' and online payment of Correction Charges	16-08-2024 to 17-08-2024 (2300 hrs)
Schedule of Computer Based Examination	Oct-Nov 2024
Toll-Free Helpline Number to be called in case of any difficulty in filling up the Online Application Form	1800 309 3063

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

F.No.- E/5/2024-C-2 SECTION (E-9150)-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 7<sup>th</sup> 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 **Havaldar** (in Pay Level-1 as per Pay Matrix of 7<sup>th</sup> 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 : 4887

Havaldar in CBIC and CBN : 3439

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

\*Details of vacancies of Havaldar in CBIC and CBN are given at **Annexure-XVI**.

**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:

<b>Name of Post</b>	<b>Functional Requirement</b>	<b>Suitable Category of Benchmark Disability</b>
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:

<b>Name of Post</b>	<b>Functional Requirement</b>	<b>Suitable Category of Benchmark Disability</b>
Havaldar	S, ST, W, BN, KC, L, SE, MF, RW, H, C	(a) HH (b) OA, OL, OAL, LC, AAV (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 01-08-2024):**

6.1 The crucial date for age reckoning is fixed as 01-08-2024 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 02.08.1999 and not later than 01.08.2006) for MTS.

6.1.2 18-27 years (*i.e.* candidates born not before 02.08.1997 and not later than 01.08.2006) 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 for different categories are as under:

<b>Code No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
01	SC/ ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	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 as on closing date of receipt of online application.
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 closing date for receipt of online applications. (SC/ ST)	Up to 45 years of age.
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 *i.e.* **31-07-2025**. 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 claim then grievances, if any, in this regard may be taken up with the user Department. The Commission will not entertain such grievances.
- 7.4 Crucial date for claim of SC/ ST/ OBC/ EWS/ 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 i.e. **31-07-2024**.
- 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.
- 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 2024-2025 issued on the basis of Income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

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 available only 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 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 certificates as per **Annexure-IA**.
- 8.4 The facility of scribe/passage reader will be provided to the PwBD/PwD candidates only if they have 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 the candidate opts the facility of scribe to be provided by the Commission, the Commission will provide the scribe.
- 8.7 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates 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 submitted 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 and claims relating thereto.



- 8.8 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.
- 8.9 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.
- 8.10 The candidates referred at Para 8.1, 8.2 and 8.3 above who are eligible for scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 8.11 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 8.12 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. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 8.13 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 conducted by User Department. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

9 **Essential Educational Qualifications (As on 01-08-2024):**

- 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.* **01-08-2024**.
- 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 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 of the Commission (<https://ssc.gov.in>) will be required to do so as the earlier OTR generated on the old website of the Commission (*i.e.* <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.

10.2 Applications must be submitted in online mode only through the website of the Commission, *i.e.* <https://ssc.gov.in>. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice. Sample proforma of One-time Registration and online Application Form are attached as **Annexure-IIIA** and **Annexure-IVA** respectively.

10.3 **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 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 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) **Candidate shouldn't wear a cap, mask, glasses/spectacles or earphones/ headphones while capturing the photo**

10.4 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.**

10.5 Before submitting the Application Form, candidate must ensure that the photograph is captured as per the given instructions. If the photograph is not captured by the candidate in the desired format, his application/candidature will be rejected or cancelled.

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.**

10.7 Last date and time for submission of online applications is **31-07-2024 (2300hrs)**.

10.8 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.

10.9 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.

10.10 **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.**

## 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 **01-08-2024 (2300hrs)**.
- 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 [16-08-2024 to 17-08-2024 (2300hrs)]:**
- 12.1 After the closing date for receipt of online applications, the Commission will provide a period of 2 days 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.
- 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. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

<b>S No.</b>	<b>Examination Centres and Centre Code</b>	<b>SSC Region and States/ UTs under the jurisdiction of the Region</b>	<b>Address of the Regional Offices/ Website</b>
1	Bhagalpur (3201), Muzaffarpur (3205), Patna (3206), Purnea (3209), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013), Sitapur (3019), Gaya (3203)	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Port Blair(4802), Dhanbad(4206), Jamshedpur(4207), Ranchi(4205), Balasore (Odisha) (4601), Berhampore (Odisha) (4602), Bhubaneswar (4604), Cuttack (4605), Rourkela(4610), Sambalpur (4609), Gangtok	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road,

	(4001), Asansol (4417), Burdwan (4404), Durgapur (4426), Kolkata (4410), Siliguri (4415), Dhenkanal (4611)		Kolkata, West Bengal-700020 <a href="http://www.sscer.org">www.sscer.org</a>
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).	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 <a href="http://www.ssckkr.kar.nic.in">www.ssckkr.kar.nic.in</a>
4	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	<b>Madhya Pradesh Sub-Region (MPR)/</b> Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5 <sup>th</sup> Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 <a href="http://www.sscmpr.org">www.sscmpr.org</a>
5	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105), Jorhat (5107), Silchar (5111), Imphal (5501), Churachandpur (5502), Ukhul (5503), Shillong (5401), Aizwal(5701), Dimapur (5301), Kohima (5302), Agartala (5601), Tezpur (5112).	<b>North Eastern Region (NER)/</b> 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 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Dehradun (2002), Haldwani (2003), Roorkee (2006), Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406)	<b>Northern Region (NR)/</b> Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 <a href="http://www.sscnr.nic.in">www.sscnr.nic.in</a>

7	Chandigarh/ Mohali(1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar(J&K) (1007), Leh (1005), Amritsar (1404), Bathinda (1401), Jalandhar (1402), Patiala (1403)	<b>North Western Sub-Region (NWR)/</b> Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Chirala (8011), Guntur (8001), Kakinada (8009), Kurnool (8003), Nellore (8010), Rajahmundry (8004), Tirupati (8006), Vizianagaram (8012), Vijayawada (8008), Vishakhapatnam (8007), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirappalli (8206), Tirunelveli (8207), Vellore (8208), Hyderabad (8601), Karimnagar (8604), Warangal (8603)	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
9	Panaji (7801), Ahmedabad (7001), Gandhinagar (7012), Mehsana (7013), Rajkot (7006), Surat (7007), Vadodara (7002), Amravati (7201), Aurangabad (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Pune (7208), Nashik (7207)	<b>Western Region (WR)/</b> Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>

13.2 A candidate has to give option for three centres, in the order of priority, within the same region. **No request for change of centre 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 cancel any centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

13.4 The Regional Office, having jurisdiction over the Examination Centres opted by the candidate, will issue Admission Certificate to the candidates for the

examination. All other activities related to this recruitment will be handled by the said Regional Office.

**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 Havaldar, 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 (Metei 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 In case of any difference/ discrepancy/ dispute in the Questions between English and the opted language, the content of English version shall prevail.

**14.6 Computer Based Examination:**

<b>Part</b>	<b>Subject</b>	<b>Number of Questions/ Maximum Marks</b>	<b>Time Duration (For all four Parts)</b>
<b>Session-I</b>			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	
<b>Session-II</b>			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	

14.6.1 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.

14.6.2 The candidates will get 45 minutes to complete Session-I. On completion of 45 minutes, Session-I will get automatically closed.

14.6.3 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, Session-II and, hence, the Computer Based Examination will come to an end.



- 14.6.4 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.
- 14.6.5 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.
- 14.6.6 Marks scored by candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
- 14.6.7 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.

#### 14.7 **Indicative Syllabus for Computer Based Examination:**

- 14.7.1 **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.
- 14.7.2 **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.
- 14.7.3 **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 10<sup>th</sup> Standard.
- 14.7.4 **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.

14.7.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.

14.8 **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:

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

	<b>Male</b>	<b>Female</b>
Walking	1600 meters in 15 minutes.	1 Km in 20 minutes

14.8.2 A women 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.

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

14.8.3.1 **Male:**

<b>Height</b>	<b>Chest</b>
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.)

14.8.3.2 **Female:**

<b>Height</b>	<b>Weight</b>
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)

14.8.4 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.

14.8.5 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.		

14.8.6 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.

14.8.7 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 Regional Office concerned of the Commission. Candidates are therefore advised to regularly visit the websites of the SSC-HQ (*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 Regional Office concerned of the Commission about two weeks 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 downloading of Admission Certificates will be available about 3-7 days before the examination on the website of Regional Office concerned. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 15.7 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 full Date of Birth as printed on the Admission Certificate,** such as:
- 15.7.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 15.7.2 Voter's ID Card,
  - 15.7.3 Driving License,
  - 15.7.4 PAN Card,
  - 15.7.5 Passport,
  - 15.7.6 ID Card issued by University/ College/ School,
  - 15.7.7 Employer ID Card (Govt./ PSU),
  - 15.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - 15.7.9 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) 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.**

- 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.

**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.
- 16.3 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non joining of candidates or any other reason(s) will not be filled up in that recruitment year and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.
- 16.4 As per the policy of the Commission, SSC does not maintain Waiting list/Reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.
- 16.5 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.
- 16.6 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:
- 16.6.1 Matriculation/ Secondary/Equivalent Certificate.
- 16.6.2 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.

- 16.6.3 Caste/ Category Certificate, if belongs to reserved categories.
  - 16.6.4 Persons with Disabilities Certificate in the required format, if applicable.
  - 16.6.5 For Ex-Servicemen (ESM):
    - 16.6.5.1 Serving Defence Personnel Certificate as per **Annexure-VI**, if applicable.
    - 16.6.5.2 Undertaking as per **Annexure-VII**.
    - 16.6.5.3 Discharge Certificate, if discharged from the Armed Forces,
  - 16.6.6 Relevant Certificate if seeking any age relaxation.
  - 16.6.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
  - 16.6.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
    - 16.6.8.1 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;
    - 16.6.8.2 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.
    - 16.6.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
    - 16.6.8.4 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.
  - 16.6.9 Any other document specified in the Admission Certificate for DV.
- 16.7 **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-XIV**. 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-XV**.
- 17.4 Candidates can give preferences for all the Post-cum-States/ UTs/ CCAs listed at **Annexure-XV** 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, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' then he shall only be considered against the vacancies

of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (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-XV**. 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 Regional Offices of 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. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. 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 one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.
- 18.23 The result will be declared only once by the Commission and no further nomination of candidates would be made in the event of vacancies left unfilled due to non-availability of suitable candidates, rejection of candidates during Document Verification by the User Departments, non-joining of candidates subsequent to the conduct of Document Verification by the User Departments, or any other reason. In such cases, the Departments may take further action regarding carrying forward of vacancies to the subsequent vacancy year in accordance with the extant rules.
- 18.24 **There shall not be any Waiting List/Reserve List after the declaration of Final Result.**

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, till 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 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:

<b>S No.</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years

5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his candidature by any irregular or improper means in connection with his candidature.	3 Years
7	Possession of Mobile Phone either in 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, or any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

20.2 The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit. Commission may also take appropriate action to get the matter examined by the 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 else have inadvertently 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)	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.
(c)	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 of the Commission (i.e., <a href="https://ssc.gov.in">https://ssc.gov.in</a> ) will be required to do so as the earlier OTR generated on the old website ( <a href="https://ssc.nic.in">https://ssc.nic.in</a> ) 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 <b>Annexure-III</b> to this Notice.
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore,

	<p>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.</p>
(e)	<p>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.</p>
(f)	<p>Candidates with benchmark physical disability will be considered as Persons with Disabilities (PwBD) and entitled to age-relaxation/ reservation for Persons with Benchmark Disabilities.</p>
(g)	<p>When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission.</p>
(h)	<p>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>
(i)	<p>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.</p>
(j)	<p>After the closing date for receipt of online applications, the Commission will provide a period of days to enable candidates to correct/ modify online</p>

	<p>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-12of 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.</p>
(k)	<p>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.</p>
(l)	<p>The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Commission.</p>
(m)	<p><b>Applications with inappropriate photographs or blurred/miniature signatures, not as per instructions, will be rejected summarily.</b></p>
(n)	<p><b>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. The candidate 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 photograph 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.</b></p> <p><b>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:</b></p> <p><b>(i) Find a place with good light and plain background.</b></p> <p><b>(ii) Ensure the camera is at eye level before taking the photo.</b></p> <p><b>(iii) Position himself directly in front of the camera and look straight ahead.</b></p>

	<p>(iv) <b>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.</b></p> <p>(v) <b>Candidates shouldn't wear a cap, mask, glasses/ spectacles or earphones/ headphones while capturing the photo</b></p> <p><b>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.</b></p>
(o)	Candidates must 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/ SMS.
(p)	The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority. 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. <b>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.</b> In no case should the candidate capture the photographs of his/her pre-existing photograph. <b>All such applications where the photographs of his/her pre-existing photograph are captured will be rejected.</b>
(q)	Candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Voter ID Card, Driving License, PAN Card, Passport, Identity Card issued by University/ College/ School, Employer ID Card (Govt./PSU), ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. <b>If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate (as listed at para-15.7) 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.</b> PwBD/PwD candidates using 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.



(r)	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.
(s)	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.
(t)	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.
(u)	If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year after declaration of result, he must communicate immediately thereafter with the User Department concerned.
(v)	<b>In the online application form, candidates are required to capture photograph using the application module and not to have a pre-existing photograph of himself/herself. The frontal view of the face should be clearly visible. If the photograph is not captured by the candidate in the desired format, his application/ candidature will be rejected.</b>
(w)	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.
(x)	Candidates are requested to check the website of the Commission, viz., <a href="https://ssc.gov.in">https://ssc.gov.in</a> 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.
(y)	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination:  (i) Toll Free Help Desk (SSC-HQ) 1800 309 3063

- |                                                         |
|---------------------------------------------------------|
| (ii) SSC (CR), Allahabad 0532 -2406000, 9452424060      |
| (iii) SSC (ER), Kolkata 09477461228, 033 22902230       |
| (iv) SSC (KKR), Bengaluru 080 25502520, 09483862020     |
| (v) SSC (MPR), Raipur 0771 2282507, 0771 2282678        |
| (vi) SSC (NER), Guwahati 09085073593, 09085015252       |
| (vii) SSC (NR), New Delhi 011 24363343                  |
| (viii) SSC (NWR), Chandigarh 0172 2749378, 0172 2744366 |
| (ix) SSC (SR), Chennai 09445195946, 044 28251139        |
| (x) SSC (WR), Mumbai 09869730700, 07738422705           |

**Under Secretary to Govt. of India**  
**Dated 27-06-2024**

**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. Read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. 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 one of the following ID 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 (10<sup>th</sup>) Examination.
  - e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login or Register' Section on <https://ssc.gov.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Personal details
  - b. Password Creation
  - c. Additional details
  - d. Declaration.

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

- a. A few critical details (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 original and verify data column, it will not be accepted and an indication will be given in red text.
- b. S No-1 &2, provide information about Aadhaar Number/Identity Card and its Number. Any one of these Numbers is required to be given.
- c. S No-3: Fill your name exactly as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-4a and 4b.
- d. S No-5: Gender (Male/Female/Transgender)
- e. S No-6: Fill your date of birth exactly as given in Matriculation (10th Class) Certificate.
- f. S No-7: Fill your father’s name exactly as given in Matriculation (10th Class) Certificate
- g. S No-8: Fill your mother’s name exactly as given in Matriculation (10th Class) Certificate.
- h. S No-9-11: Matriculation (10th Class) Examination Details which include: (i. Name of Education Board ii. Roll Number iii. Year of passing )
- i. S No-12: Level of Educational Qualification (highest).
- j. S No-13: Your Mobile Number. This must be a working mobile number as it will be verified through ‘One Time Password’ (OTP). It may be noted that any information which the Staff Selection Commission/Delhi Police/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, if required.
- k. S No-14: 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/Delhi Police/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.
- l. When the Personal Details provided at S No-1 to 14 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.
- m. You have to complete the Registration Process within 30 days failing which your Registration Details saved so far will be deleted.
- n. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- o. After successful password change, you need to login again using your Registration Number and changed password.
- p. On successful login, information about the ‘Personal Details’ so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on ‘Save & 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**

- q. S. No. 1: Provide information about your Category.
- r. S. No. 2: Provide information about your Nationality
- s. S. No. 3: Provide Contact Details if other than Indian National
- t. S. No. 4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
- u. 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

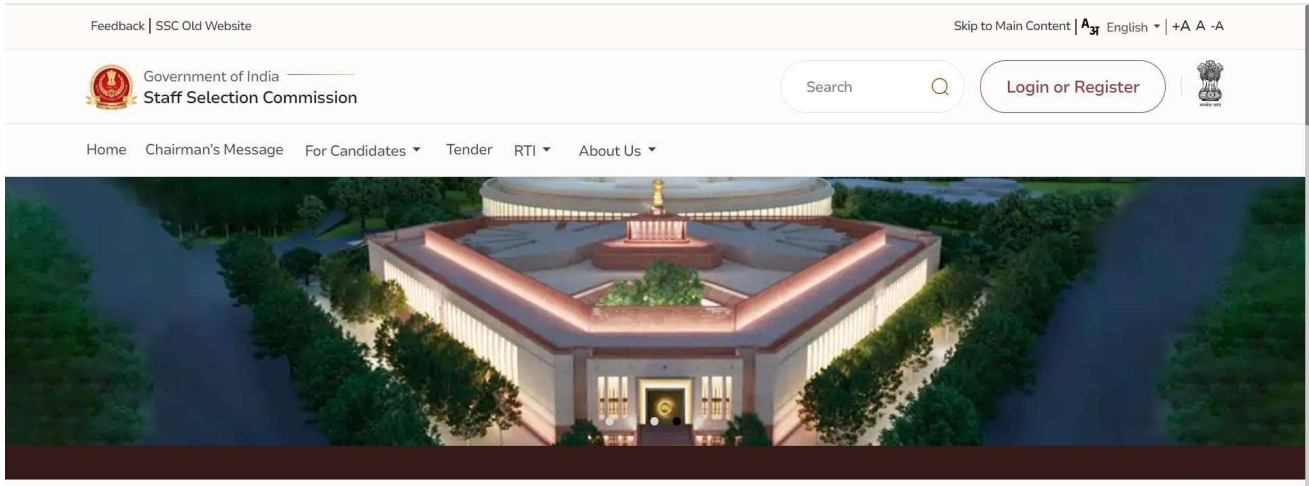


Disability Certification Number.

- v. 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.
  - w. Save the information provided. Take a draft printout and review the information provided thoroughly, before “Final Submit”.
  - x. Upon clicking “Final Submit” different OTPs will be sent to your mobile number and Email ID. You need to enter one of the two OTPs in the designated field to complete the Registration Process.
  - y. Read the “Declaration” carefully and if you agree with the declaration, click “I Agree for the Terms & Conditions”.
6. Though you can 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.
7. **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.**
8. After submission of Basic information, if the registration process is not completed within 30 days, your data will be deleted from the system.

**Flow of One Time Registration:**

Click on 'Login or Register' button to proceed registration

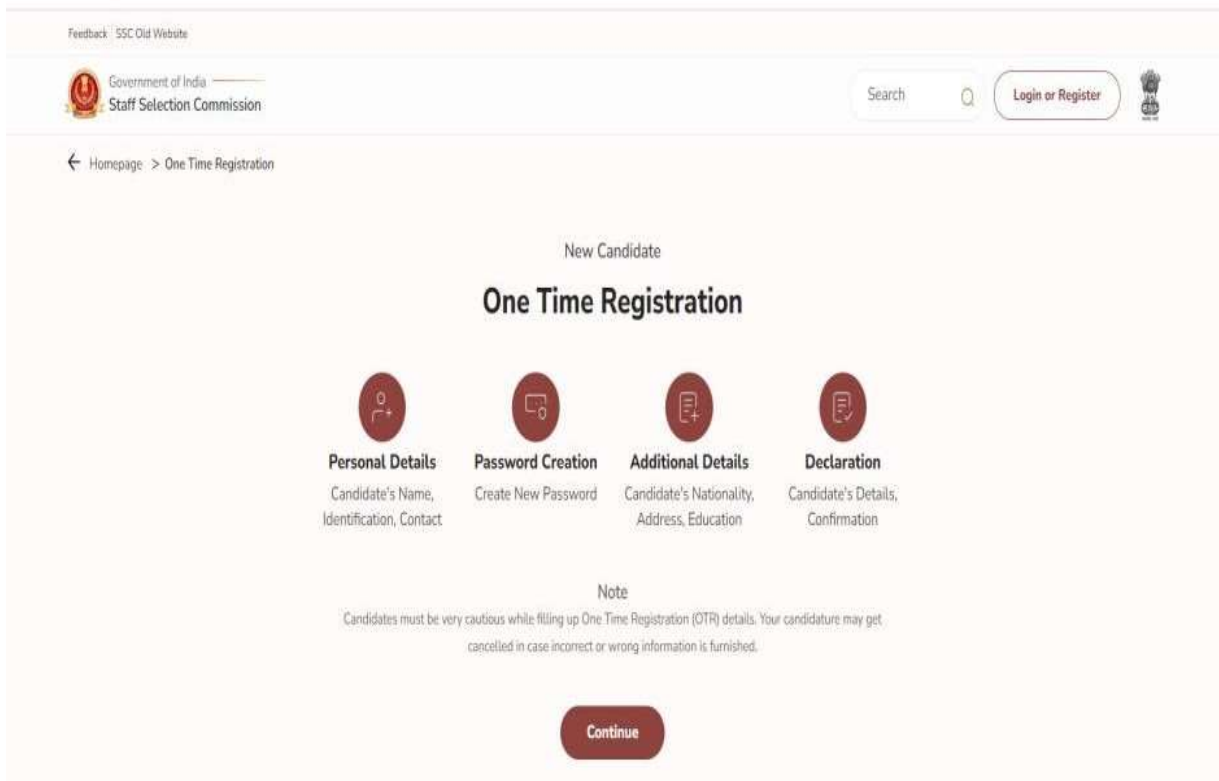


After clicking on Login or Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

The image shows a modal window for user authentication. It has a close button (X) in the top right corner. At the top, there are two tabs: 'Candidate' (selected) and 'Admin'. The form contains the following fields: 'Username (Registration Number) \*' with a text input containing 'Registration Number'; 'Password (SSC Registration Password) \*' with a password input containing '.....' and a 'Forgot Password' link; a CAPTCHA field with the image 'B8gBq' and a 'Refresh' button; and 'Captcha \*' with a text input containing 'Captcha'. At the bottom, there is a large red 'Login' button and a link for 'New User? Register Now'.

## 1.1 One Time Registration Page

On the homepage, you'll find steps to fill in the 'One-Time Registration' form. Click 'Continue' to proceed and reach the personal details screen.



The screenshot shows the 'One Time Registration' page for a new candidate. The page header includes a feedback link, the Government of India logo, and the Staff Selection Commission logo. A search bar and a 'Login or Register' button are also present. The main content area features a 'New Candidate' heading and a large 'One Time Registration' title. Below this, four steps are listed: 'Personal Details' (Candidate's Name, Identification, Contact), 'Password Creation' (Create New Password), 'Additional Details' (Candidate's Nationality, Address, Education), and 'Declaration' (Candidate's Details, Confirmation). A 'Note' section states that candidates must be cautious while filling up the details, as candidature may be cancelled if incorrect or wrong information is provided. A 'Continue' button is located at the bottom of the page.

Feedback | SSC Old Website

Government of India  
Staff Selection Commission

Search

Login or Register

← Homepage > One Time Registration

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.

**Continue**

## 1.2 Fill Personal Details

Enter critical details like Aadhaar Number, name, father's name, and date of birth twice to ensure accuracy. Any discrepancies will be highlighted in red text.

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Government of India  
Staff Selection Commission

Search  Login or Register

Homepage > One Time Registration

### One Time Registration

#### Personal Details

1. Do you have a Aadhaar Card ? \*

Yes  No

a. Aadhaar Card Number

Aadhaar Number should be same as mentioned in Aadhaar Card.

b. Verify Aadhaar Card Number

2. Type of Identification Card \*

Select

Type of ID and ID Number to be provided if you don't want to give Aadhaar number.

a. Identification Card Number \*

3. Candidate Name (As per Matriculation Certificate) \*

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

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

4. Have you ever changed Name ? \*

Yes  No

a. New Name / Changed Name

b. Verify New Name/Changed Name

5. Gender \*

Select

a. Verify Gender \*

Select

6. 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

7. Father's Name \*

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

a. Verify Father's Name \*

8. Mother's Name \*

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

a. Verify Mother's Name \*

9. Matriculation (10th class) Education Board \*

Select

Education Board of Matriculation Examination.

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

Select

10. 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 \*

11. Year of Passing \*

Select

a. Verify Year of Passing \*

Select

12. Highest Level of Education Qualification \*

Select

a. Verify Highest Level of Education Qualification \*

Select

13. Candidate's Mobile Number \*

OTP for verification will be sent to this mobile number

14. Candidate's Email ID \*

OTP for verification will be sent to this Email ID

Save & Next

Staff Selection Commission

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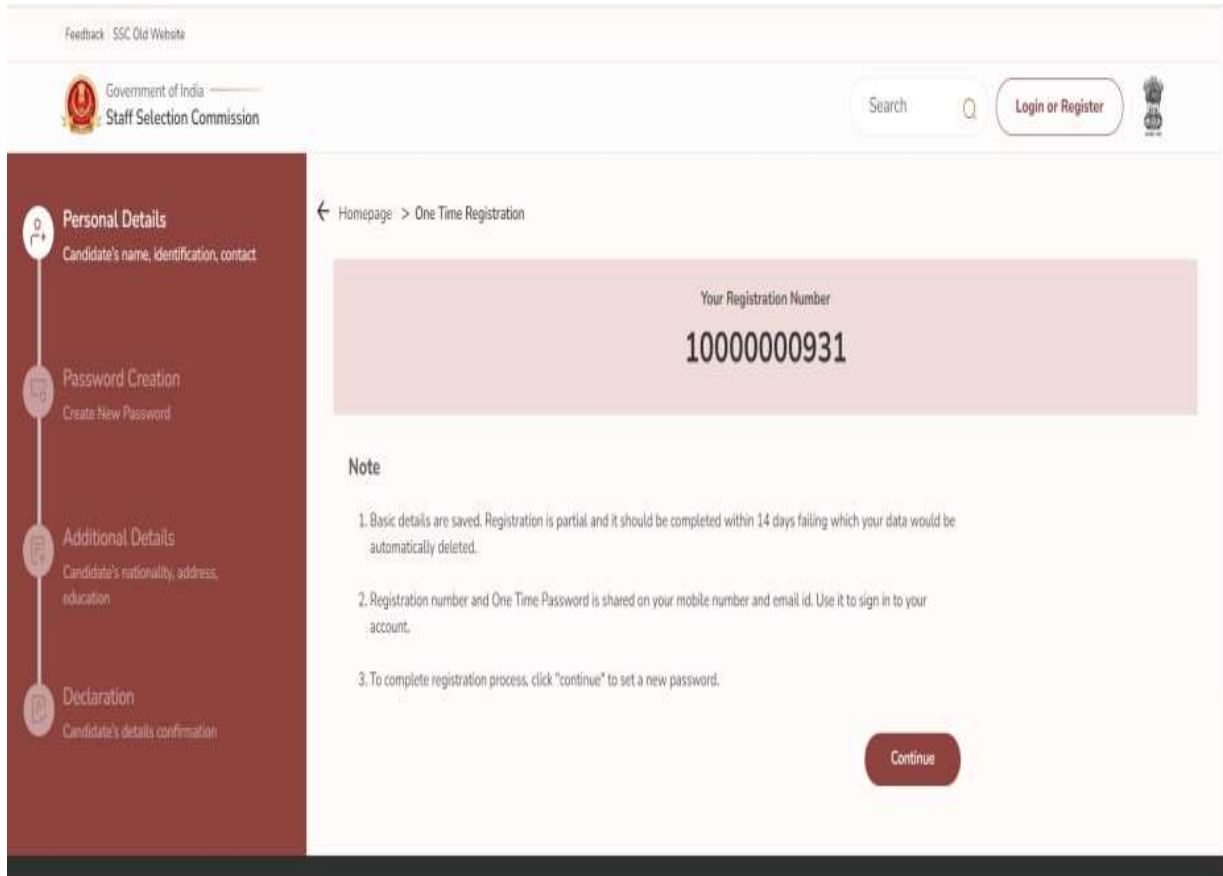
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### 1.3 Registration Details Page:

After successful verification of mobile and email OTP, clicking the ‘Save & Next’ button will store the provided ‘Personal Details’ (S No-1to 14). Users will be redirected to the registration details page, displaying the Registration Number and Password will be sent to the user’s mobile number and Email ID. The registration process must be completed within 14 days; otherwise, the saved details will be deleted.



## 1.4 Login Screen with One Time Password

To finalize the remaining registration, user can click 'Continue,' leading them to the login page displayed in the following screen. If user choose to complete the registration on a subsequent day, they can log in by clicking the 'Login or Register' button on the website header. The Registration Number serves as the user name, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, user will be prompted to change to change their password.

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Government of India  
Staff Selection Commission

Search  Login or Register

← Homepage > Sign-in

### Hello Candidate !

Registration Number \*

Registration number is required

Password \*

Password is required

Refresh

Captcha

## 1.5 Password Creation Page

For the initial login, users will be directed to the password creation page, as depicted in the image. After successfully changing the password, they will be redirected to the login page, where they must log in again using their Registration Number and the newly changed password. The registration number will be pre-filled initially. To proceed with the password change, users need to input the old password sent via mobile and email. They can then set a new password, adhering to the specified validation displayed on the screen.

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Government of India  
Staff Selection Commission

← Homepage > One Time Registration

Dear Candidate, This is Your First Login!  
**Please Set a New Password**

Registration Number \*  
1000000010

Old Password \*  
\*\*\*\*\*

New Password \*  
\_\_\_\_\_

Confirm 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

**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 \*  
\_\_\_\_\_

Reset Save & Next

Staff Selection Commission

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## 1.6 Login with New Set Password

Upon successful password change, users will encounter the following screen. After logging in, users will be redirected to the additional details page.

The screenshot shows the SSC Old Website interface. At the top, there is a navigation bar with "Feedback | SSC Old Website" on the left, the Government of India Staff Selection Commission logo in the center, a search bar on the right, and a "Login or Register" button. Below the navigation bar, the breadcrumb "← Homepage > Sign-in" is visible. On the left side, there is a vertical menu with four items: "Personal Details" (Candidate's name, identification, contact), "Password Creation" (Create New Password), "Additional Details" (Candidate's nationality, address, education), and "Declaration" (Candidate's details confirmation). The main content area is titled "Hello Candidate!" and contains a registration form. The form has three input fields: "Registration Number" (with a red error message "Registration number is required"), "Password" (with a red error message "Password is required" and a "Refresh" button), and "Captcha" (with a "Refresh" button). A "Login" button is located at the bottom right of the form.



## 1.7 Additional Details Page

To complete additional details, users must provide information about their Category (S No-1), Nationality (S No-2), and, if the nationality is other than 'Citizen of India,' enable 'Contact Details for Other Nationals.' Users need to fill permanent and present address details if the nationality is 'Citizen of India,' or disable these fields if the nationality is different. Additionally, users should provide information about visible Identification Mark (S No-4) and benchmark disabilities (S No-5), along with Disability Certification Number if applicable. Users should save the data to proceed further in the registration process.

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Government of India  
Staff Selection Commission

← Homepage > 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

One Time Registration  
**Additional Details**

1. **Category \***  
Select

a. **Verify Category \***  
Select

2. **Nationality \***  
Citizen Of India

3. **Contact Details For Other Nationals**

4. **Visible Identification Marks \***

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/UI \***  
Select

c. **District \***  
Select

d. **Pin Code \***

7. **Is Present Address same as Permanent Address? \***  
 Yes  No

a. **Address \***

b. **State/UI \***  
Select

c. **District \***  
Select

d. **Pin Code \***

Save & Next

## 1.8 Declaration

After carefully reading the declaration, users should check “Preview OTR” ‘I agree,’ then click on ‘Declare’ to submit the declaration. Upon successful submission, users will be redirected to the dashboard.

Feedback | SSC Old Website

Government of India  
Staff Selection Commission

One Time Registration

← Homepage > One Time Registration

### 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](#)

**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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## **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, 2024**' 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. **However, if you want to modify any of One-time Registration details, click on 'Edit Registration' tab provided at the right hand top corner of your dashboard and make suitable corrections before proceeding further.**

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

6. S No-20: 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'.

8. S No-22: If you are seeking age relaxation, select appropriate age-relaxation category.

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 examination Centers within the same Region. 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. Capture your Photograph following the instructions as specified at S. No-1a above. Applications with blurred photograph will be rejected.**

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

18. 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.

19. Complete your declaration by clicking on the "I agree" check box and filling up the captcha code.

20. On verification of the correctness of your application data as visible in Preview, proceed with "Submit Application".

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

22. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro or RuPay Debit cards.
23. Refer to Para 11 of the Notice of Examination for further information on the payment of the fee.
24. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.

**Instruction Page:**[Feedback](#) | [SSC Old Website](#)Government of India  
Staff Selection Commission

Application Form

**Multi-Tasking (Non-Technical) Staff, and Havaladar (CBIC & CBN) Examination, 2024**

Instructions to follow

- Read the [notice of examination](#) carefully.
- Please be careful and provide correct details in the application form.
- 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 instructions.
- The photograph can be captured using a webcam or smartphone.
- The candidate should also have a scanned copy of his /her 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.
- Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay, Debit card.
- परीक्षा-विज्ञप्ति को ध्यानपूर्वक पढ़ें।
- कृपया सावधानी बरतें और आवेदन में सही जानकारी दें।
- आवेदन करने हेतु, अभ्यर्थी को उसके पहले से खींचे गए फ़ोटो की आवश्यकता नहीं है। आवेदन माँजूत को आवेदनपत्र भरने वाले अभ्यर्थी का फ़ोटो लेने के लिए डिजाइन किया गया है। इस प्रयोजनार्थ अभ्यर्थी को माँजूत द्वारा संकेत दिए जाने पर कैमरे के सामने खड़े होना/ बैठना होगा और निर्देशों का पालन करना होगा।
- फ़ोटो वेबकैम अथवा स्मार्टफोन का प्रयोग कर खींचा जा सकता है।
- अभ्यर्थी को जेपीईजी प्रारूप (10 से 20 केबी) में अपने हस्ताक्षर की स्कैन की हुई प्रति भी रखनी चाहिए। हस्ताक्षर की छवि का आयाम लगभग 6.0 सेमी (चौड़ाई) X 2.0 सेमी (ऊंचाई) होना चाहिए। धुंधले/लघु हस्ताक्षर वाले आवेदन स्वीकार नहीं किए जाएंगे।
- शुल्क का भुगतान ऑनलाइन भुगतान मोड के ज़रिए, यथा भीम यूपीआई, नेट बैंकिंग अथवा वीजा, मास्टरकार्ड, मेस्ट्रो अथवा रूपे, डेबिट कार्ड का प्रयोग करके ही किया जा सकता है।

[Fill Form >](#)**Staff Selection  
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# 1. Candidate Information: Personal Details:

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Government of India  
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← Candidate Dashboard > Personal Details

### Personal Details

**Note :**  
Please review your personal details carefully. These details are automatically populated from your 'One-Time Registration' (OTR) data. If there are any necessary changes, kindly update them via the 'Edit Registration Details' page before proceeding with the application form.

- 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 01/08/2024:
- 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

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# Educational Details:

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← Candidate Dashboard > Education Detail

### Education Details

19. Highest Educational Qualification: \*

Select

#### Qualifying Educational Qualification

20. Details of Qualifying Educational Qualification: \*

Select

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

20.1. EQ Status: \*

Select

20.2. Passing Year: \*

Select

20.3. State/ UT of Board: \*

Select

20.4. Name of Board: \*

Select

20.5. Roll Number: \*

20.6. Percentage:


Enter percentage here...

20.7. CGPA:

Enter CGPA here...

Go Back Save & Next

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

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## 2. Additional Information: Additional Information I:

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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-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): \*

dd-mm-yyyy

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

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)?

Please refer to the Notice of Examination, Para No. 6.4

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: \*

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(Unreserved/EWS/OBC).

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.39020/1/2016-Estt.(P) dated 21/06/2016?\*

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

Yes  No

Go Back

Save & Next



Staff Selection  
Commission

Public Disclosure of Scores and Other Details of Non-Recommended Willing Candidates

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# Additional Information II:

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← 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

CR-Bhagalpur (3201) ▼

#### Preference 2

CR-Muzaffarpur (3205) ▼

#### Preference 3

CR-Patna (3206) ▼

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

Hindi (01) ▼

#### Verify Medium for Computer Based Examination (CBE): \*

Hindi (01) ▼

### 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. 8.1

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. 8.1

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

### 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)
11	Havaldar-CGST : Chandigarh	32	MTS : Odisha	53	MTS : Dadra and Nagar Haveli and Daman and Diu
12	MTS : Chandigarh	33	MTS : Sikkim	54	MTS : Goa
13	MTS : Haryana	34	MTS : West Bengal	55	MTS : Gujarat

### 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.

11	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X															

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### 3. Upload Documents:

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### Upload Photograph & Signature

#### 1. 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 while capturing photo.**

Capture Live 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.



#### 2. Upload Your Signature \*

##### Instructions:

- Allowed image size: 10 KB to 20 KB in JPEG / JPG format.
- Image dimensions: about 6.0 cm (width) X 2.0 cm (height).
- Application with blurred / miniature signature will be rejected.
- Signature should be horizontally aligned.
- **Do not upload thumb impression.**

Upload Signature

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## 4. Preview Form

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### 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 1/08/2024:

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 (10<sup>th</sup> Class) Examination Board:

13. Matriculation (10<sup>th</sup> Class) Year of Passing:

14. Matriculation (10<sup>th</sup> 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 OH- Both Arms Affected (OH-BA) or OH- Cerebral Palsy (OH-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-I/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

photo

Signature

signature

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## 5. Submit Form:

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### 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


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Captcha \*

Captcha

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**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.

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

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 as .....on..... 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 as .....on..... 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/ 1<sup>st</sup> 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 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 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**

<b>S No</b>	<b>Cadre Control Authority Type</b>	<b>Name of the Cadre Control Authority</b>	<b>State(s)/ UT(s) under jurisdiction of the Cadre Control Authority</b>
1	CGST	Bengaluru	Karnataka
2	CGST	Bhopal	Madhya Pradesh, Chhattisgarh and parts of Maharashtra under Nagpur CCA except areas under Aurangabad and Nashik.
3	CGST	Bhubaneswar	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	Nagpur	Nagpur 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 CGSTCCA)
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-XV**

<b>Post</b>	<b>Name of State/ UT/ CCA</b>	<b>State/ UT/ CCA</b>	<b>Code</b>	<b>Region</b>
Havaldar-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
Havaldar-CGST	Delhi	CCA	18	NR
Havaldar-CGST	Jaipur	CCA	19	NR
MTS	Delhi	State	20	NR
MTS	Rajasthan	State	21	NR
MTS	Uttarakhand	State	22	NR
Havaldar-CGST	Lucknow	CCA	23	CR
MTS	Bihar	State	24	CR
MTS	Uttar Pradesh	State	25	CR
Havaldar-CGST	Bhubaneshwar	CCA	26	ER
Havaldar-CGST	Kolkata	CCA	27	ER
Havaldar-CGST	Ranchi	CCA	28	ER
Havaldar-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
Havaldar-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
Havaldar-CGST	Bhopal	CCA	43	MPR
MTS	Chhattisgarh	State	44	MPR
MTS	Madhya Pradesh	State	45	MPR
Havaldar-CGST	Goa	CCA	46	WR
Havaldar-CGST	Mumbai	CCA	47	WR
Havaldar-CGST	Nagpur	CCA	48	WR

Havaldar-CGST	Pune	CCA	49	WR
Havaldar-CGST	Vadodara	CCA	50	WR

<b>Post</b>	<b>Name of State/ UT/ CCA</b>	<b>State/ UT/ CCA</b>	<b>Code</b>	<b>Region</b>
Havaldar-Customs	Goa	CCA	51	WR
Havaldar-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
Havaldar-CGST	Chennai	CCA	57	SR
Havaldar-CGST	Hyderabad	CCA	58	SR
Havaldar-Customs	Chennai	CCA	59	SR
Havaldar-Customs	Visakhapatnam	CCA	60	SR
MTS	Andhra Pradesh	State	61	SR
MTS	Tamil Nadu and Puducherry	State	62	SR
MTS	Telangana	State	63	SR
Havaldar-CGST	Bengaluru	CCA	64	KKR
Havaldar-Customs	Thiruvananthapuram (Cochin)	CCA	65	KKR
Havaldar-CGST	Thiruvananthapuram (Cochin)	CCA	66	KKR
MTS	Karnataka	State	67	KKR
MTS	Kerala	State	68	KKR
MTS	Lakshadweep	UT	69	KKR
Havaldar-Directorate	CBN	CCA	70	
Havaldar-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-XVI**

Details of Vacancies for the post of Havaldar (in CBIC and CBN) for year 2024													
S.No.	CCA Type	Cadre Control Authority (CCA)	UR	SC	ST	OBC	EWS	Total	Ex-Servicemen	OH	HH	VH	PwBD - Other
1	CGST	Aurangabad (Under Nagpur CCA)	3	0	0	1	2	6	0	0	0	0	0
2	CGST	Bengaluru	59	27	13	26	6	131	6	1	1	0	1
3	CGST	Bhopal	60	27	12	47	11	157	15	1	4	0	2
4	CGST	Bhubaneshwar	33	10	2	19	7	71	7	1	0	0	1
5	CGST	Chandigarh	28	10	2	28	11	79	8	1	1	0	2
6	CGST	Chennai	56	15	16	35	13	135	14	1	2	0	2
7	CGST	Delhi	5	1	1	2	1	10	1	0	0	0	0
8	CGST	Goa	7	1	1	3	1	13	1	0	0	0	0
9	CGST	Guwahati	54	21	10	41	14	140	14	2	2	0	1
10	CGST	Hyderabad	133	62	27	87	30	339	34	5	5	0	4
11	CGST	Jaipur	31	10	5	21	7	74	7	1	0	0	1
12	CGST	Kolkata	227	59	46	11	10	353	5	5	6	0	3
13	CGST	Lucknow	41	3	8	16	4	72	12	2	1	0	0
14	CGST	Mumbai	108	46	30	84	36	304	30	4	4	0	5
15	CGST	Pune	3	2	0	3	1	9	0	0	0	0	0
16	CGST	Ranchi	54	22	11	37	14	138	14	2	2	0	2
17	CGST	Thiruvananthapuram	42	2	7	12	12	75	7	2	1	0	0
18	CGST	Vadodara	223	83	41	148	55	550	55	8	7	0	9
19	Customs	ChennaiCustoms	59	21	10	37	13	140	15	2	2	0	2
20	Customs	Goa	11	2	1	3	1	18	2	0	0	0	0
21	Customs	Kolkata	45	20	8	22	2	97	13	1	1	0	1
22	Customs	Mumbai	16	0	0	6	1	23	2	0	1	0	0
23	Customs	Thiruvananthapuram	13	4	2	13	5	37	4	1	1	0	0
24	Customs	Vishakhapatnam	7	3	2	4	1	17	2	2	1	0	0
25	Directorate	CBN	101	48	19	76	25	269	1	3	3	0	1
26	Directorate	DGPM	132	17	16	10	7	182	18	3	3	0	0
		<b>TOTAL</b>	<b>1551</b>	<b>516</b>	<b>290</b>	<b>792</b>	<b>290</b>	<b>3439</b>	<b>287</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>37</b>