



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.

NOTICE

Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2024 [Central Secretariat Clerical Service (CSCS) Cadre of Department of Personnel & Training]

Dates for submission of online applications	20.03.2025 to 10.04.2025
Last date and time for receipt of online applications	10.04.2025 (2300 hours)
Schedule of Computer Based Examination (Tentative)	May-June 2025

F.No. E/8/2025-C-2 SECTION: The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be notified later) at Delhi for making additions to the Select List of Senior Secretariat Assistant/ Upper Division Clerk Grade {Pay Level-4 (Rs 25500 – Rs. 81100)} of the Central Secretariat Clerical Service (CSCS) Cadre of Department of Personnel & Training (DoPT) only.

- 1. Vacancies:** Tentative vacancies for the posts are **Seventy (70)** for the recruitment year 2024 in respect of CSCS Cadre as reported by Department of Personnel and Training. Updated/detailed vacancies will be made available on the website of the Commission in due course (<https://ssc.gov.in>).
- 2.** Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. The Commission may allot a different centre to a candidate if circumstances so warrant. Change of schedule of the examination, if any, would be uploaded on the website of SSC (NR) viz., <https://sscnr.nic.in>.

Note: - Candidates may note that no request for change of examination centre shall be entertained under any circumstances.

3. Reservation of posts for the members of Scheduled Castes(SC), Scheduled Tribes (ST) and Persons with Benchmark Disabilities (PwBD) will be as per the vacancy position in respective categories reported by the Service/ Cadre Controlling Authority (CCA).

4. All candidates who wish to apply in response to this Notice and have not generated their One Time Registration (OTR) on the new website (<https://ssc.gov.in>) will be required to do so as the earlier OTR generated on the old website (<https://ssc.nic.in>) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website.

5. Candidates seeking admission to the examination must apply online on the website of Staff Selection Commission i.e. <https://ssc.gov.in>. The process of filling online application form for the examination comprises two parts:

(i) One Time Registration

(ii) Filling of online Application for the Examination.

6. After completion of online application form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the “Instructions to Candidates” (**Annexure-I**) should be duly forwarded by their respective Service/ Cadre Controlling Authority to **“The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003” so as to latest reach by 20.04.2025 (1800 hrs).**

7. The candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep should note that the printed copy of the online application form accompanied with necessary documents, complete in all respects, in accordance with the “Instructions to Candidates” (**Annexure-I**) should be duly forwarded by their respective Service/Cadre Controlling Authority to **“The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003” so as to reach latest by 27.04.2025 (1800 hrs).**

NOTE-I: Only those candidates whose applications are forwarded by their Head of Department/ Head of Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date and time for receipt of the applications in the Commission through proper channel, will be entertained under any circumstances. Application(s) received after closing date and time, will be summarily rejected. Candidates, in their own interest, are advised to ensure that their applications duly verified and endorsed by the Competent Authority, are forwarded by their Head of Department or Head of Office in a manner that their applications reach well before the prescribed last date and time.

NOTE-II: -Head of Department/ Head of Office of the Applicants must forward the application forms, complete in all respects, in a manner so as to reach by the prescribed date and time to the aforesaid Regional Office of the Staff Selection Commission.

NOTE-III:-While forwarding the application(s) of the candidate(s), the concerned authority should ensure that the parent Service/Cadre of the candidate(s) applying for the examination is the participating Service(s)/Cadre(s) under this examination.

8. All communications in respect of this Examination should be addressed to “**The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003**” and should contain the following particulars: -

- a. Name and year of the examination
- b. Name of candidate (in full and in block letters)
- c. Name of father/ husband of the candidate
- d. Roll number or date of birth (if roll number not received by the candidate)
- e. Postal address as given in the application form.

9. Communications, without above details as in **para 8**, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably super scribe their envelope and correspondence with the words, “**Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2024 (CSCS, DoPT)**”.

Under Secretary
Staff Selection Commission (HQ)

INSTRUCTIONS TO CANDIDATES

1. The Candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission *viz.*, Computer Based Examination and evaluation of Service Record will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based Examination and evaluation of Service Record, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
2. Before filling the Online Application Form, the candidates must carefully go through the Notice of the examination to ensure that they fulfil all eligibility conditions for the post applied. The eligibility conditions prescribed in the Notice shall not be relaxed under any circumstances.
3. All the candidates who wish to apply in response to this Notice and have not generated their One Time Registration (OTR) on the **new website** (<https://ssc.gov.in>) will be required to do so as the earlier OTR generated on the old website (<https://ssc.nic.in>) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website. The detailed instructions for OTR are given in **Annexure-IV** to this Notice.
4. Applications must be submitted only in online mode at the new website of SSC Headquarters; i.e., <https://ssc.gov.in>. For detailed instructions, please refer to **Annexure-IV** and **Annexure-V** of this Notice. Sample proforma of One-time Registration and online Application Forms are attached as **Annexure-IVA** and **Annexure-VA**.
5. 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 photograph:
 - a. Find a place with good light and plain background.
 - b. Ensure the camera is at eye level before taking the photo.
 - c. Position himself directly in front of the camera and look straight ahead.
 - d. 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.
 - e. Candidates should not wear a cap, mask or glasses/ spectacles while capturing the photo.
6. 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 instructions 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.

7. **Instances of people trying to impersonate candidates during the examinations have been observed. Thus, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph submitted with the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in the application form.**
 8. 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.
 9. Candidates should also ensure that the signatures appended by them in all the places, viz., in their online application form, in the Attendance Sheet and Commission Copy in the examination hall and in all the correspondence with the Commission should be identical and there should be no variation of any kind in the signatures appended. If any variation is found in the signatures, his candidature will be liable to be cancelled by the Commission.
 10. **Candidate must upload the following documents with the application:**
 - i. Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant viz., Name of the candidate in full, his Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled Caste/ Scheduled Tribe in case of candidates belonging to such caste or tribe, date of birth in the Christian Era (both in figures and words),
 - ii. Copy of certificate of essential educational qualification, if applicable.
 - iii. Certified true copy of the particulars of service attested by the Head of Department or Head of Office in which he is working at the time of making the application showing the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.
- Note-I** The Staff Selection Commission may, if it considers necessary, call for the Service Book or other documentary evidence.
- Note-II** Only self-attested photocopies should be uploaded in the online application form in support of claim for relaxation of age etc. and no document should be submitted in original.
11. Candidates are warned that if the online application form is either incomplete or wrongly filled in or without requisite documents mentioned under **Para 10** above, the application is liable to be rejected and no appeal against rejection will be entertained.
 12. Last date and time for submission of online applications is **10-04-2025 (2300 hours)**.
 13. 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.

14. 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.
 15. Candidates should further note that no change in the entries made in the online application form shall be allowed by the Commission at any stage under any circumstances.
 16. **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the application 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.**
 17. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the online application form.
 18. Candidates must note that the Examination shall be conducted by the Staff Selection Commission at **New Delhi** only. Information about the Examination indicating the time table and City/ Centre of the examination for the candidates shall be uploaded on the website of the Northern Regional Office of the Commission i.e. <https://sscnr.nic.in> about 10 days before the date of examination. If any candidate does not find his details on the website of Northern Regional Office of the Commission, one week before the date of examination, he must immediately contact the Northern Regional Office [SSC(NR)] of the Commission with proof of having submitted his application failing which he will deprive himself of any claim for consideration of candidature for the examination. The Commission reserves the right to cancel any Centre and ask the candidates of that Centre to appear at another centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.
- Note-I:-** Candidates may please note that there will be no centre at any India mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his own expense.
19. Admission Certificate for the Computer Based Examination (CBE) will be issued online by uploading on the website of the Northern Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the website of the Northern Region (<https://sscnr.nic.in>) as well as of Staff Selection Commission (HQ) i.e. <https://ssc.gov.in> for any updates and information about the examination.
 20. All candidates who register and apply in response to the Notice of this Examination by the stipulated date and time and whose applications are provisionally accepted by the Commission as per the terms and conditions of the Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination.
 21. The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of eligibility criteria and satisfy themselves that they are eligible for the post(s).

22. Candidates must write their registration ID, registered e-mail 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 candidates not furnishing these particulars shall not be entertained. Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of SSC (Northern Region).
23. Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination. Candidates are not entitled to receive any Travelling Allowance from the Staff Selection Commission for attending the examination.
24. 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.
25. The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Senior Secretariat Assistant/ Upper Division Clerk of CSCS cadre of DoPT as per **Para 1** of the Notice of the Examination are published for general information.
26. The number of persons to be selected for inclusion in the select list will be determined later as given in **para-2** of the Notice issued by the Commission.
27. **Crucial Date and Conditions of eligibility: -**

Name of the Service/ Cadre	Crucial date for counting of approved service	Conditions of Eligibility
Central Secretariat Clerical Service, DoPT	For the year, 2024: 01.08.2024	<p>Any regularly appointed Junior Secretariat Assistant/ Lower Division Clerk of the service, who satisfies the following condition shall be eligible to appear in the examination: -</p> <p>a) Length of Service: He should have on the crucial date, rendered not less than five years of approved and continuous service in the Lower Division Grade of the service.</p> <p>Provided that if he had been appointed to the Lower Division Grade of the Central Secretariat Clerical Service on the results of the Competitive examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years approved and continuous service in that Grade.</p> <p>Provided that any period of his absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade amended/ modified vide DoPT notification number 12/3/93-CS.II dated 22.11.95 published in the</p>

		<p>gazette of India vide GSR No. 541 dated 09.12.1995.</p> <p>a) Age: He should not be more than 50 years of age on the crucial date.</p> <p>Provided that the upper age limit may be relaxed in r/o such categories of persons as may be notified from time to time in this behalf by the Central Govt. to the extent and subject to the conditions notified in r/o each category.</p> <p>b) Typewriting Test: Unless exempted from passing the typewriting test held by the UPSC or SSC, M/o Personnel, Public Grievances and Pensions for the purpose of confirmation in the lower division grade, he should have passed this test on or before the date of Notification of the examination.</p> <p>Note:- Special provisions regarding eligibility of Lower Division Clerks joining military service on account of the emergency;</p> <p>Protection shall be afforded to LDCs, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Govt of India in the Department of Personnel and Training in the M/o Personnel, PG and Pensions in this behalf.</p>
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28. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Benchmark Disabilities (PwBD), wherever applicable and admissible, would be as determined and communicated by the respective Service/Cadre Controlling Authority, as per extant Government Orders.
29. If sufficient number of Scheduled Caste or Scheduled Tribes or PwBD candidates with Benchmark Disabilities are not available on the basis of prescribed standard to fill all the vacancies reserved for them, candidates belonging to these categories may be selected on relaxed standard. The same relaxed standard will be applied for all the PwBD candidates with Benchmark Disabilities, irrespective of whether they belong to the Unreserved/ SC/ ST category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.
30. The candidates belonging to Scheduled Castes or Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to above, shall not be adjusted against the vacancies reserved for the Scheduled Castes/Scheduled Tribes/ PwBD.
31. Permanent or regularly appointed Junior Secretariat Assistant/Lower Division Clerk who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Services/Cadres. This, however, does not apply to Junior Secretariat Assistant/Lower Division Clerk who has been appointed to ex-cadre posts or to another Service on "transfer" and

do not have a lien in their respective Services/Cadres.

32. A candidate who after applying for admission to the examination or after appearing in it, resigns from service or otherwise quits the service or severs his connection with it or whose services are terminated by his Department or who is appointed to an ex-cadre post or to another service on 'transfer' and does not have a lien in the Junior Secretariat Assistant/ Lower Division Clerk will not be eligible for appointment on the basis of result of this examination to his respective Service/ Cadre. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.
33. **Age:** - Candidate should not be more than 50 years of age as on crucial date for the recruitment years 2024 as prescribed by his Cadre Controlling Authority.
34. Permissible relaxation in upper age limit is as follows:

Code	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5 years

35. **Provision of Compensatory Time and Assistance of Scribe:**

- i. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the assistance/ facility of scribe may be availed / provided, if desired, by the candidate.
- ii. In case of remaining categories of persons with benchmark disabilities (as in previous para), provision of scribe will be available on the production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-II**.
- iii. The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA**.
- iv. The facility of scribe/ passage reader will be available to the PwBD/ PwD candidates only if he / she has opted for the same in the online application form.
- v. The Candidates will have the discretion of opting for his own scribe or 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.
- vi. **Own Scribe:**
(A) In case of own scribe, the following points may be noted –

- a) A person shall be allowed to act as a scribe only after completing his/ her One Time

Registration (OTR) on the website of the Commission i.e. <https://ssc.gov.in>.

- b) A scribe shall not assist more than one candidate in the same examination.
- c) A candidate applying for an examination cannot act as a scribe for another candidate in the same examination. If a candidate is detected to have appeared or likely to appear as scribe of PwBD/ PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.
- d) The qualification of the scribe shall be one step below the qualification of the candidate taking the examination.

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

(B) The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-III**. The candidates with disabilities (PwD) eligible for scribe as per **Para 35(iii)** above and opting for own scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-III A**. In addition, the scribe has to produce the same original ID proof(s) at the time of examination which was mentioned by him/ her during One Time Registration (OTR). A photocopy of the ID proof(s) of the scribe signed by the candidate as well as the scribe will also be submitted along with proforma at **Annexure-III/ Annexure-III A**.

(C) The procedure for registration of scribe and availing the facility of the same is as under:-

- a) Before a candidate can choose a person to act as his/her scribe, the person (scribe) shall be required to complete the OTR on the website of the Commission. The OTR number generated on the scribe's mobile number during registration will be required to be filled up by the candidate so as to choose the person as his /her scribe.
- b) When the details of Exam-City for the examination is made live, the candidate will be required to access the same on the website of the Commission and provide the OTR number of the scribe. A one-time password will be generated and sent to the registered mobile number of the scribe. The candidate will need to get the OTP from the scribe and key in the same in the appropriate field on the portal. Requisite arrangements in this regard may be ensured by the candidate and the scribe so that the process of availing the facility of the scribe at the time of Admission Certificate generation goes smoothly.
- c) After completing the procedure, the Admission Certificate of the candidate as well as the Entry Pass of the scribe will be generated which can be downloaded by the candidate.

Note I - Admission Certificate & Scribe Entry Pass will be made available tentatively before 04 days of the commencement of the examination.

Note II - Candidates who have opted for 'Own Scribe' would require to register their scribe on the Commission's website upto 05 days (tentatively) before the commencement of the examination.

- d) In case at the time of generation of the Admission Certificate, the candidate does not wish to go for own scribe despite having opted for the same in the application form, the candidate can choose to be assisted by a scribe provided by the Commission. After making such a choice the candidate can download the admission certificate. Facility of scribe will be provided to the candidate by the Commission at the time of

examination.

- e) In case own scribe chosen by the candidate, who entry pass has also been generated, does not turn-up to assist the candidate during the examination due to any contingency, the Commission will provide the candidate its own scribe at the time of examination.
- vii. 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 **paras 35(i) , (ii) & (iii)** above.
- viii. The candidates referred to at **35 (i), (ii) & (iii)** above, who are eligible for getting scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- ix. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- x. 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. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination
36. After the examination, the names of finally selected candidates will be arranged by the Commission, in the order of merit along with aggregate marks finally awarded to each candidate so that the candidates who are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select List of the Senior Secretariat Assistant/ Upper Division Clerk of CSCS Cadre up to the required number of vacancies.
- Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability shall, to the extent of the number of vacancies reserved for the Scheduled Castes/ Scheduled Tribes, be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for selection to the service.
- Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.
37. Selection to the post of Senior Secretariat Assistant/Upper Division Clerk shall be made to the extent of the available vacancies in order of merit subject to the reservation for candidates of the Scheduled Castes and Scheduled Tribes and Persons with Benchmark Disability.
38. Candidates must appreciate that this is a competitive examination and not a qualifying examination. The number of persons to be included in the Select List of Senior Secretariat Assistant/ Upper Division Clerk of CSCS Cadre on the basis of final result of the examination is entirely within the competence of the Government to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of performance in the examination as a matter of right.
39. Success in the examination confers no right to selection unless the Cadre Controlling Authority (CCA) is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his conduct in service is suitable in all respect for the selection.
40. **Scheme of Examination**: The Examination shall be conducted according to the following plan:

Part-I (Computer Based Examination)

(i) Part-I consists of a Computer Based Examination (CBE) of 200 marks. Questions will be of **Objective Type Multiple Choice** only. There will be negative marking of 0.25 marks for each wrong answer in the computer-based examination. The details of the Computer Based Examination are as below:

COMPUTER BASED EXAMINATION (200 MARKS)

Subject	No. of Questions	Maximum marks	Time duration
(a) Comprehension and General English	50	50	3 hours (4 hours for the candidates eligible for scribe as per para 35(i), (ii) & (iii))
(b) Parliamentary Procedure	50	50	
(c) General Knowledge	50	50	
(d) Noting and Drafting	50	50	

(ii) The questions will be set both in English & Hindi except for part (a). There will be no Question Paper in Braille for Visually Handicapped candidates.

(iii) Tentative Answer Keys of 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 on the matter received through any other modalities; *i.e.*, letter, application, e-mail, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard shall be final.

(iv) There shall be no provision for re-evaluation/re-checking of scores of any stage/paper(s) of the Examination. No correspondence in this regard shall be entertained.

PART-II: EVALUATION OF RECORD OF SERVICE (100 Marks)

100 marks are earmarked for evaluation of record of service (APARs). Marks obtained in Part-II would be added for ascertaining the rank of the candidate. Once the APARs have been evaluated, no request for change in APAR grading etc. at a subsequent date will be entertained by the Commission under any circumstances.

41. **Syllabus of the Examination:** Detailed syllabus of Part-I of the examination shall be as follows:-

Subject	Detailed syllabus
(a) Comprehension (English/ Hindi) and General English	Candidates will be tested in simple composition and Applied Grammar.
(b) Parliamentary Procedure	Simple questions relating to sessions of Parliament and handling of Parliament question.
(c) General Knowledge	Knowledge of current events, matter of every day observation, experience and general information about

	India.
(d) Noting/Drafting	Simple questions from chapter 7, 8 and 9 of latest CSMOP i.e. Guidelines on Noting, Communication, Forms, Channels and Procedure and Guidelines on Drafting of Communications.

42. **Resolution of Tie Cases:**

In cases where more than one candidate secures the equal aggregate marks, tie will be resolved by applying the following methods one after another: -

- (i) Marks obtained in Part-I
- (ii) Marks obtained in Part-II (APAR Evaluation)
- (iii) Date of birth, with older candidates placed higher
- (iv) Alphabetical order in which the names of the candidates appear.

43. The candidates are advised to comply with the following general instructions in examination hall:

S. No.	General Instructions to Candidates
1.	The candidate should note carefully their date, time and venue for the examination given in the Admission Certificate.
2.	Punctuality in Attendance: Candidates should be present in examination Hall at least half-an-hour before the exam and will not be allowed to leave the examination hall until the exam is over. Candidates arriving late will not be permitted to enter the Examination Hall.
3.	Compliance with Instructions: Candidates should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination

44. The following activities are considered as malpractices by the Commission:

S. No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet, etc. from the examination hall 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 with, intimidating or threatening in any manner, the examination functionaries, i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination / instigate other candidate Ther 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/her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either 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, and 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 software/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

Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself to criminal prosecution, be liable for: -

- (I) Disqualification by the Commission from the examination for which he/she is a candidate, or
- (II) Debarment either permanently or for a specified period:-
 - (i) By the Commission from any examination or selection held by them;
 - (ii) By the Central Government from any employment under them;
 - (iii) Disciplinary action under the appropriate rules and other appropriate legal action.

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

46. Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify him/her for admission to the examination.

47. Candidates may contact following Help Lines for clarifications, if any, in respect of filling/submitting applications and computer-based examination:

- (i) Help Desk (SSC-HQ) 1800 309 3063 (Toll Free)
- (ii) SSC (NR), New Delhi 011-24363343

48. 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 and preparation of merit list and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

Certificate regarding physical limitation in 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 qualifications _____.

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 not one step below 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)

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

Place:

Date:

Annexure-IV

(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 (10th) 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" 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 and contact details
 - d. Declaration.
5. **For filling up the "One-Time Registration Form", please follow the following steps:**
 - 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 purposes and to avoid any mistakes. If there is mismatch between the original and verify data columns, an indication to this effect will be given in red text.
 - b. S No-1, provide information about Aadhaar Number.
 - c. S No. 2, provide information about your Identification Card Number if you don't want to give an Aadhaar Number.
 - d. S No-3: Fill in your name **exactly** as given in the 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.

- e. S No-5: Gender (Male/ Female/ Transgender)
- f. S No. 6: Fill in your date of birth **exactly** as given in Matriculation (10thClass) Certificate.
- g. S No- 7: Fill in your father's name exactly as given in the Matriculation (10th Class) Certificate.
- h. S No-8: Fill in your mother's name exactly as given in the Matriculation (10th Class) Certificate.
- i. S No-9 to 11: Matriculation (10th Class) Examination Details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of Passing
- j. S No-12: Level of Educational Qualification (highest).
- k. S No-13: Your Mobile Number which 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 Commission 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.
- l. S No-14: Your Email ID which must be a working EmailID as it will be verified through OTP. It may also be noted that any information which the Commission may communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
- m. When the Basic 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.
- n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
- o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using your Registration Number and changed password
- q. On successful login, information about the "Basic Details" so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on "Next" button at the bottom to complete your One-Time Registration.

Additional details in Online Application Form:

- r. SNo-1: Provide information about your Category.
- s. SNo-2: Provide information about your Nationality
- t. SNo-3: Provide Contact Details if other than Indian National.
- u. SNo-4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
- v. S No-5: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.

- w. S No: 6 to 7: Provide information about your Permanent and Present Address.
 - x. Upon clicking, 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, if you agree with the declaration click “I agree”.
 - z. After submission of Basic Information, if the registration process is not completed within 14 days, your data will be deleted from the system.
- 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 your 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.**

Flow of One Time Registration

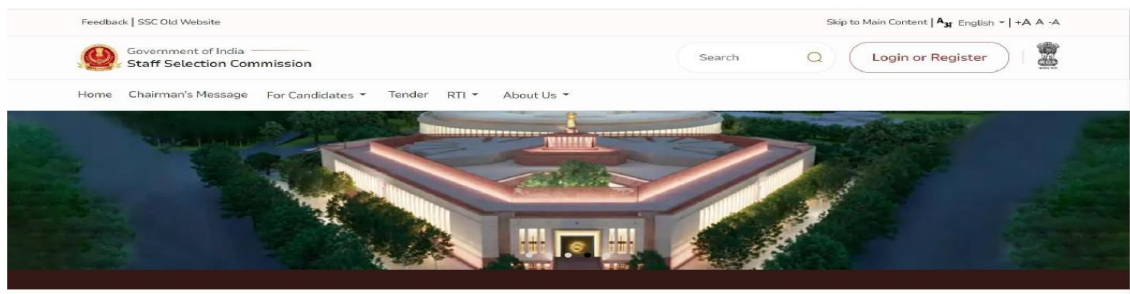
Click on 'Login or Register' button to proceed registration. After clicking on Login and Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

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.

Flow of One Time Registration

Click on 'Login or Register' button to proceed registration

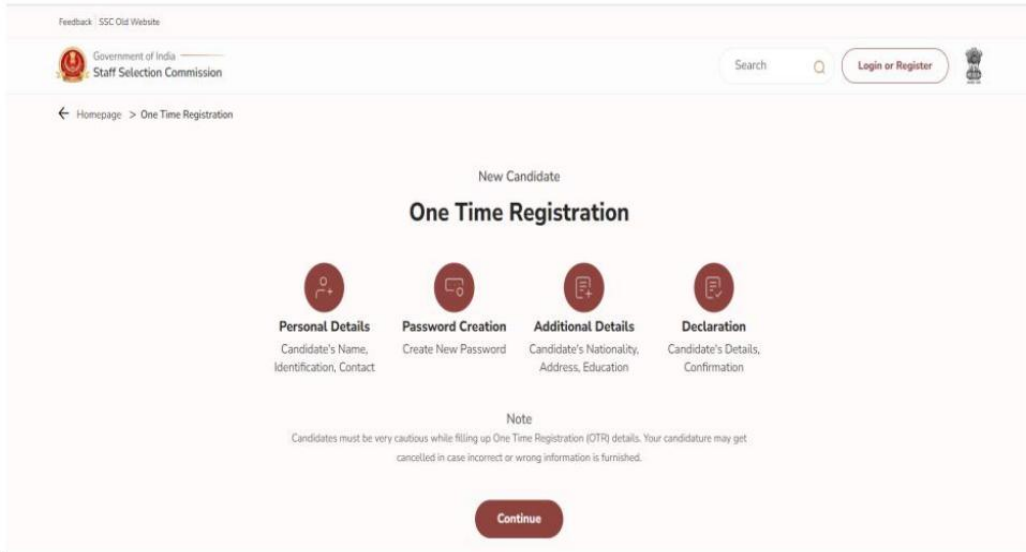


After clicking on Login and Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

The image shows a modal window for user authentication. It has two tabs: 'Candidate' (selected) and 'Admin'. The form contains the following fields: 'Username (Registration Number) *' with a text input field containing 'Registration Number'; 'Password (SSC Registration Password) *' with a password input field containing '*****' and a 'Forgot Password' link; a CAPTCHA field with the text 'BBgBq' and a 'Refresh' button; and 'Captcha *' with a text input field containing 'Captcha'. At the bottom of the form is a large red 'Login' button. Below the button, there is 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.



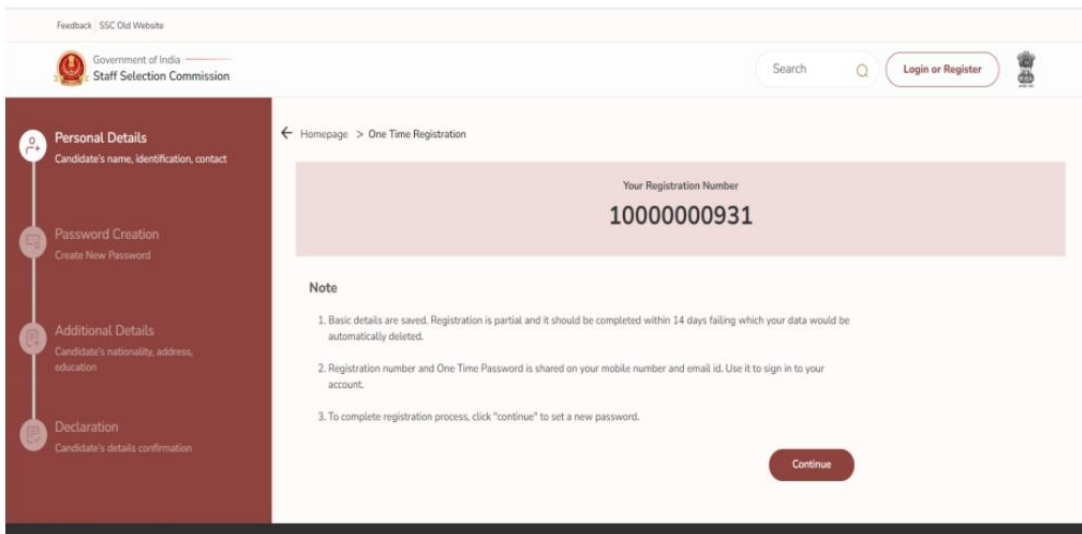
1.2 Fill Personal Details

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

The screenshot displays the 'One Time Registration' form on the Staff Selection Commission website. The 'Personal Details' section is active, showing a list of fields on the left sidebar and their corresponding input areas on the right. Fields include Aadhaar Card status and number, Type of Identification Card, Candidate Name (as per Matriculation Certificate), Name Change status, Gender, Date of Birth (twice), Father's Name, Mother's Name, Matriculation Education Board, Roll Number, Year of Passing, Highest Level of Education Qualification, and Candidate's Mobile Number. A 'Save & Next' button is visible at the bottom right of the form area.

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-1 to 14). Users will be redirected to the registration details page, displaying the Registration Number. 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, users can click 'Continue,' leading them to the login page displayed in the following screen. If users 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 username, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, users will be prompted to change their password.

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Government of India
Staff Selection Commission

Search Login or Register

← Homepage > Sign-in

Personal Details
Candidate's name, identification, contact

Password Creation
Create New Password

Additional Details
Candidate's nationality, address, education

Declaration
Candidate's details confirmation

Hello Candidate !

Registration Number *

Registration number is required

Password *

Password is required

bTuBp Refresh

Captcha

Sign in

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 number and email. They can then set a new password, adhering to the specified validation displayed on the screen.

Feedback | SSC OIU Website

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

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

Useful links

- Archives
- Disclaimer
- Sitemap
- Help
- Website Policies
- Web Information Manager

Contact Us

Block No-12, CGO Complex,
Lodhi Road New Delhi

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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 'Sign-in' page of the SSC Old Website. The page header includes 'Feedback | SSC Old Website', the Government of India logo, and the Staff Selection Commission name. A search bar and 'Login or Register' button are also present. The left sidebar contains a navigation 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 login form with the following fields and elements:

- Registration Number ***: A text input field with a red error message below it: 'Registration number is required'.
- Password ***: A text input field with a red error message below it: 'Password is required'.
- Refresh**: A button with a circular arrow icon and the text 'Refresh'.
- Capcha**: A text input field for a captcha.
- Login**: A dark red button with the text 'Login'.

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. If the nationality is "", users should fill Permanent and Present Address details, saving the data to proceed to the last part of the registration process.

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Government of India
Staff Selection Commission

← Homepage > One Time Registration

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.

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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 Declaration

- 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.
- 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](#)

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

Useful links
[Archives](#)
[Disclaimer](#)
[Sitemap](#)
[Help](#)
[Website Policies](#)
[Web Information Manager](#)

Contact Us
Block No-12, CGO Complex,
Lodhi Road New Delhi

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Part-II (Online Application Form)

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

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 computer/ mobile phone when prompted by the application module and follow the following instructions while capturing the photograph:

- i. Find a place with good light and plain background.
- ii. Ensure the camera is at eye level before taking the photo.
- iii. Position yourself directly in front of the camera and look straight ahead.
- iv. 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.
- v. Candidates **not** to 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.

- a. 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).
 - b. Applications with illegible/ blurred/miniature signature will be rejected. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university et cetera.
2. Login to online system through your “**Registration Number**” and **Password**.
 3. Click “Apply” link in **Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2024 (Only for CSCS cadre)** Section under “Live Exam” tab.
 4. Information in columns at S No-1 to 18 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of the One Time Registration details, click on “Modify Registration” tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
 5. S.No-19: Please indicate your Department/ Cadre/ Service.
 6. S. No-20: Please indicate Examination Year.
 7. S No-21 & 21.1: Please indicate the joining date of the respective Feeder Service/ Cadre and length of Service.
 8. S No-22 & 22.1: Please indicate whether you are eligible for age relaxation or not, select

appropriate age relaxation category.

9. **S. No. 23:** The centre of examination would be Delhi only.
10. S.No. 24.1: 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 9.1. Candidates opting “Yes” against S.No 24.1 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 35(i) of the Notice of Examination.
11. S No-24.2 : Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy(CP). This option will be available only to PwBD-OH and PwBD-Other candidates. Candidates opting “Yes” against S. No 24.2 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the requisite certificate at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please refer Para 35(i) of the Notice of Examination.
12. SI No 24.3 : Indicate if you have physical limitation to write as per Para 35(ii) or 35(iii) 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 or have opted “Yes” against S No 24.1 or S No 24.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting “Yes” against S. No 24.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at Annexure-II of the Notice of Examination, at the time of Examination. Non-PwBD Candidates (i.e. PwD below 40% disability) opting “Yes” against S No 24.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at Annexure IIA to the Notice of Examination at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please go through Para 35(ii) or 35(iii) of the Notice of Examination for more information.
13. S. No 24.4, 24.5: Please indicate the requirement of Scribe.
14. S.No.25: Please provide details of Ministry/ Department/ office in which you are working at the time of applying.
15. S.No.26.1: Please select Yes or No.
16. S.No.26.2: Indicate the name of service/ cadre to which you belong.
17. S.No.27: Please provide details of your employment
18. S.No. 28.1 to 28.4: Please indicate other details pertaining to Ex-cadre post/ deputation/ lien.
19. S.NO. 29.1 & 29.2: Please indicate details of disqualification by any Public Service Commission or any institution.
20. S. No. 30: Please indicate complete details of Service in chronological order.

21. S. No 31.1 to 31.4: Please provide the details of type-writing test.
22. S. No.32: Please upload requisite certificates/ documents.
23. Capture your Photograph following the instructions as specified at S No-1 above. Applications with blurred photograph will be rejected.
24. Upload your signature as specified at S.No.-1 above. Applications with blurred/miniature signatures will be rejected.
25. 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.
26. Complete your declaration by clicking on the “I agree” check box and filling up the captcha code. On verification of the correctness of your application data as visible in Preview, proceed with “Submit Application”.
27. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.



1 Candidate Information

Personal Details

2 Additional Information

Additional Information-I

Additional Information-II

3 Upload Documents

4 Preview Form

5 Submit Form

[← Candidate Dashboard](#) > Personal Details

Personal Details

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

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

2. New / Changed Name:

3. Father's Name:

4. Mother's Name:

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

6. Age as on 01/08/2024:

7. Gender:

8. Category:

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

9.1. If Yes, Type of Disability:

10. Nationality:

11. Visible Mark of Identification:

12. Matriculation (10th Class) Examination Board:13. Matriculation (10th Class) Year of Passing14. 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

Feedback | SSC Old Website

Government of India
Staff Selection Commission

Candidate Dashboard > Additional Information-I

Additional Information-I

19. Select your Department: *

M/o External Affairs (Cadre Cell)

Please refer to the Notice of Examination, Para No. 5.2

20. Applying for the Year: *

2024

Please refer to the Notice of Examination, Para No. 5.2

21. Date of Joining Feeder Service/Cadre (MM/DD/YYYY): *

30-07-2024

21.1. Length of service:

0 Years 0 Month 3 Days

22. Whether seeking Age Relaxation?*

Yes No

22.1. If Yes, Age Relaxation Code: *

01 - SC/ST

Please refer to the Notice of Examination, Para No. 5.2

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Staff Selection Commission

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Last updated on Feb 13, 2024



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Additional Information-II

23. Examination Center:

Delhi

24.1. 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. 35(i)

 Yes No

24.2. Are you a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy (CP)?:

Please refer to the Notice of Examination, Para No. 35(i)

 Yes No

24.3. Do you have a Physical limitation to write as per para 35(ii) or 35(iii) 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

24.4. Whether scribe is required?:

Please refer to the Notice of Examination, Para No. 35(i)

 Yes No

25. Name and full Postal Address of the Ministry/ Department/ Office in which you are working at the time of applying:*

ok

26.1. Are you a Permanent, Regular or Regularly appointed Temporary Junior Secretariat Assistant/ Lower Division Clerk Grade of the CSCS Cadre of DoPT?:

 Yes No

26.2. Indicate the name of the Service / Cadre to which you belong: *

Select

27. From which date have you been continuously employed as a regular employee as a Junior Secretariat Assistant/ Lower Division Clerk Grade Post in CSCS Cadre of DoPT (MM/DD/YYYY) ?:

26-02-2025

28.1. Are you holding an Ex-Cadre Post?:

 Yes No

28.2. Whether the deputation to the Ex-Cadre Post has the approval of the competent authority ?:

 Yes No

28.3. Are you holding Ex-Cadre Post on Deputation Basis or on Transfer Basis: *

Select

28.4. Do you continue to hold lien on Post of Junior Secretariat Assistant/ Lower Division Clerk Grade Post in CSCS Cadre of DoPT ?

 Yes No

29.1. Have you ever been debarred or disqualified by any Public Service Commission/ Institution of Secretariat Training & Management/ Subordinate Service Commission/ Staff Selection Commission for any of the Examination/ selection?:

 Yes No

29.2. Give details of the case:

30. Complete details of service (in chronological order) by you under Government in different offices and Grades. *

 Yes No

Note: The candidate will be required to submit experience certificate(s) as filled below. No other experience certificate will be entertained at the time of scrutiny of applications / document verification.

Name Of the Dept/
Office *

Northern Railway

Post held & Scale of pay *

AC/kh 2550-3200

State whether post held
Permanently/ Probation/
Temporary *

Permanent

From *

24-03-2025

To *

02-04-2025

Add More

31.1. Have you passed the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for Confirmation in the post of Junior Secretariat Assistant/ Lower Division Clerk Grade?:

 Yes No

31.2. Please indicate the date of Typewriting test: (MM/DD/YYYY):

dd-mm-yyyy

31.3. Please indicate the Roll Number of Typewriting test:

31.4. Have you been exempted from passing the Typewriting Test? (Please quote the number and date of the order under which you were granted exemption from passing The Typewriting Test):




32. Give a list of the documents attached with the application (Please see paragraph 10) files should be (pdf/jpeg) *

32.1. Document as indicated in para 10(i) *

Please refer to the Notice of Examination, Para No. 10

Please upload requisite certificate

No file chosen

 10000000136_serviceBookCertificate1.pdf  

32.2. Document as indicated in para 10(ii) *

Please refer to the Notice of Examination, Para No. 10

Please upload requisite certificate

No file chosen

 10000000136_nocCertificate1.pdf  

32.3. Document as indicated in para 10(iii)

Please refer to the Notice of Examination, Para No. 10

Please upload requisite certificate

No file chosen

32.4. Document if any you wish to upload.

Please upload requisite certificate

No file chosen

32.5. Document if any you wish to upload.

Please upload requisite certificate

No file chosen

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← Candidate Dashboard > Upload Photograph & Signature

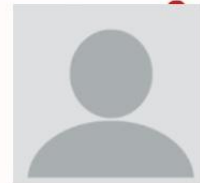
Upload Photograph & Signature

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 or any device 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:

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

Upload Signature

SIGNATURE UPLOADED SUCCESSFULLY.



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Declaration

1. I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.
2. 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.
3. 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

jr6f2

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Captcha *

jr6f2

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Form received successfully,
content verification
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SSA Grade Limited Departmental Competitive Examination, 2024 (only for CSCS Cadre)

SSA Grade Limited Departmental Competitive Examination, 2024 (only for CSCS Cadre)

Application Start Date
22/02/2025

Application End Date
15/03/2025 (up to 11:00 PM)

Last Date for Online Fee payment
-

Window for Application Form Correction and Online Payment of Correction Changes
--

Apply

JSA/ LDC Grade Limited Departmental Competitive Examination, 2024 (only for CSCS Cadre)

JSA/ LDC Grade Limited Departmental Competitive Examination, 2024 (only for CSCS Cadre)

Application Start Date
01/02/2025

Application End Date
28/02/2025 (up to 11:00 PM)

Last Date for Online Fee payment
-

Window for Application Form Correction and Online Payment of Correction Changes
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Apply

Selection Post Phase XIII, 2025

Selection Post Phase XIII, 2025

Application Start Date
29/11/2024

Application End Date
04/04/2025 (up to 11:00 PM)

Last Date for Online Fee payment
01/03/2025 (up to 11:00 PM)

Window for Application Form Correction and Online Payment of Correction Changes
15/03/2025 - 18/03/2025 (up to 11:00 PM)

Apply

Application Form

SSA/ LDC Grade Limited Departmental Competitive Examination, 2024 (only for DoPT)

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 / 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 blurred/miniature signature will be rejected.
-
- परीक्षा-विज्ञप्ति को ध्यानपूर्वक पढ़ें।
 - कृपया सावधानी बरतें और आवेदन में सही जानकारी दें।
 - आवेदन करने हेतु, अभ्यर्थी को उसके पहले से खींचे गए फोटो की आवश्यकता नहीं है। आवेदन मॉड्यूल को आवेदनपत्र भरने वाले अभ्यर्थी का फोटो लेने के लिए डिजाइन किया गया है। इस प्रयोजनार्थ अभ्यर्थी को मॉड्यूल द्वारा संकेत दिए जाने पर कैमरे के सामने खड़े होना/ बैठना होगा और निर्देशों का पालन करना होगा।
 - फोटो वेबकैम अथवा स्मार्टफोन का प्रयोग कर खींचा जा सकता है।
 - अभ्यर्थी को जेपीईजी / जेपीजी 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।

[Fill Form >](#)Staff Selection
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Form of certificate to be produced by the candidate

Certified that Rank No. _____
Shri _____ of Unit _____ was

disabled while in the Defence Services, in operations during hostilities with a foreign country/in a disturbed area* and was released as a result of such disability.

Signature _____

Name _____

Designation _____

Mob. No. _____

Date _____

Place _____

*Strike out whichever is not applicable.

**TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN
WHICH THE CANDIDATE IS SERVING**

Certified that:

The information given by Shri/Smt/Kumari _____ in the application have been verified with reference to his/her service record and are correct.

- (2) It has been verified from his/ her service records that he/she belong to Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe.
- (3) There is no circumstance rendering him/ her unsuitable for promotion to the post of the Senior Secretariat Assistant/ Upper Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination.
- (4) He/she is a regularly appointed temporary/quasi-permanent officer of the Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination with effect from _____ and continue to be so employed.
- (5) He/she is on deputation to Ex-Cadre post held by him/her with the approval of the competent authority.
- (6) He/ she is appointed against a “transfer” post and continue to have lien on the post mentioned in the notice of examination.
- (7) It has been verified from his/ her service record that he/she has been exempted from passing the Commission’s typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination before the notification of the examination.
- (8) It has been verified from his/her service records that he/ she has passed the Commission’s typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination before the notification of the examination.
- (9) Certified true copy of the first page of Service Book of the candidate is enclosed herewith. It is also certified that the candidate fulfills alleligibility conditions for the year(s) 2023, 2024 & 2023/2024 considering that of crucial date and length of service as mentioned in the Notice of Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024 published by SSC.
- (10) Certified also that he/ she has submitted his/ her application to

the _____ department/ _____ Office _____ on _____ forward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/Organization.

(11) Certified that the candidate fulfills the eligibility criteria with regard to the length of service as on the crucial date for counting of approved service.

(12) Certified that the candidate fulfills the age limit criteria as per provisions of notice of examination and is not over the age of 50 years (55 years for the case of SC/ST, 53 years in the case of Defence Personnel(Other than SC/ST) and 58 years in case of disable Defence Personnel (SC/ST).

Signature _____

Name _____

Designation _____

Department/Office _____

Complete Postal Address _____

Date _____

Strike out portion not applicable.

Note-1: Forwarding Authority may sign the photograph of the candidate in printed version of online application form and also put his/her seal half on the photograph and half printed version of online application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

Note-2: The complete application of the candidate which will be forwarded by the Department/Organization to the Commission after the closing date must accompany the Department/Organization certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after the closing date mentioned in this regard will be accepted.

Note-3: **It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in the Notice of Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2024 (CSCS, DoPT).**