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(To be uploaded on the website of the Commission on dated 09-05-2023)

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक स12-,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.nic.in)

Notice

Combined Higher Secondary (10+2) Level Examination, 2023

Dates for submission of online applications	**09-05-2023 to 08-06-2023**
Last date and time for receipt of online applications	**08-06-2023 (23:00)**
Last date and time for making online fee payment	**10-06-2023 (23:00)**
Last date and time for generation of offline Challan	**11-06-2023 (23:00)**
Last date for payment through Challan (during working hours of Bank)	**12-06-2023**
Dates of 'Window for Application Form Correction' and online payment of Correction Charges.	**14-06-2023 to 15-06-2023 (23:00)**
Schedule of Tier-I (Computer Based Examination)	**Aug, 2023**
Schedule of Tier-II (Computer Based Examination)	**To be notified later**

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

F. No. HQ-PPI03/11/2023-PP_1 : The Staff Selection Commission will hold a competitive examination for recruitment to the Group C posts viz. Lower Divisional Clerk/ Junior Secretariat Assistant, and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc.. The details of the examination are as under:

1. **Pay Scale:**

1.1 Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA): Pay Level-2 (Rs. 19,900-63,200).

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1.2 Data Entry Operator (DEO): Pay Level-4(Rs. 25,500-81,100) and Level-5(Rs. 29,200-92,300).

1.3 Data Entry Operator, Grade 'A': Pay Level-4(Rs. 25,500-81,100).

2. **Vacancies**:

2.1 Tentative vacancies: There are approx. 1600 vacancies. However, firm number of vacancies will be determined in due course. Updated vacancies, if any, along with post-wise & category-wise vacancies will be made available on the website of the Commission (*https://ssc.nic.in> Candidate's Corner> Tentative Vacancy*) in due course. Candidates may note that State-wise/ Zone-wise vacancies are not collected by the Commission.

3. **Reservation:**

3.1 Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-Servicemen (ESM) and Persons with Benchmark Disabilities (PwBD) candidates for all the categories of posts/services, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.

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

3.3 The Commission will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the Indenting Departments/ Organizations for specific posts, as detailed below:

S No	**Name of Post**	**Functional Requirement**	**Suitable Category of Benchmark Disability**
1	Data Entry Operator Grade 'A' in Other Departments	S, ST, W, MF, RW, SE, H	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction d) ASD (M), ID, SLD, MI e) MD Involving (a) to (d) above
2	Lower Division Clerk (LDC) / Junior Secretarial	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC,

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	Assistant (JSA)		Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

Abbreviation used:

- Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, 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, MD=Multiple Disabilities

- Physical Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

4. **Nationality/ Citizenship:**

4.1 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.

4.2 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.

4.3 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.

5. **Age Limit (As on 01-08-2023):**

5.1 The crucial date for age reckoning is fixed as 01-08-2023 in accordance with the provisions of DoP&T OM No. 140l7 /70/87-Estt.(RR) dated 14-07-1988. Age limit for the posts is 18-27 years i.e. Candidates born not before 02-08-1996 and not later than 01-08-2005 are eligible to apply.

5.2 Permissible relaxation in upper age limit for different categories in accordance with extant Rules/ guidelines of Government of India are as under:

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Code No.	Category	Age-relaxation permissible beyond the upper age limit
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

5.3 Date of birth filled by 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.

5.4 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

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(hereinafter may be read as 'he/ she') immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications 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 14th August 2014 issued by DoP&T.

5.5 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 purpose of age relaxation as per rules.

5.6 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. 08-06-2024. 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.

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

5.7.1 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

i. 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 pension; or

ii. 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

iii. who has been released from such service as a result of reduction in establishment;

or

5.7.2 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

5.7.3 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

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

or

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

or

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

5.8 A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

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

6. **Process of certification and format of certificates:**

6.1 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.

6.2 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, 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.

6.3 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

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application form as per their certificate of disability issued by the competent authority. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

6.4 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. 08-06-2023.

6.5 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

6.6 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 2023-2024 issued on the basis of Income for the financial year 2022-23 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

6.7 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

7. **Provision of Compensatory Time and assistance of scribe:**

7.1 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.

7.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided 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**.

7.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA**.

7.4 The facility of scribes/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same in the online application form.

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7.5 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.

7.6 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 with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. The candidates with disabilities (PwD) eligible for scribe as per Para 7.3 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-14.7] 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.

7.7 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.

7.8 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1, 7.2 and 7.3 above.

7.9 The candidates referred at Para 7.1, 7.2 and 7.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

7.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

7.11 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

7.12 The PwBD/ PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8. **Essential Educational Qualifications (As on 01-08-2023):**

8.1 **For Data Entry Operator (DEO)/ DEO Grade 'A' in the Office of Comptroller and Auditor General of India (C&AG), Ministry of Consumer Affairs, Food and Public Distribution, and Ministry of Culture:** 12th Standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.

8.2 **For LDC/ JSA and DEO/ DEO Grade 'A' (except DEOs in Department/ Ministry mentioned at Para 8.1 above):** Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.

8.3 The candidates who have appeared in their 12th Standard or equivalent examination can also apply, however they must possess Essential qualification on or before the cut-off date i.e. 01-08-2023.

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8.4 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. In case of the candidates possessing such degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education , such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

8.5 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

8.6 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 Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by concerned Indenting Departments/ Organizations for the purpose of document verification. Otherwise, their candidature will be cancelled. 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/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement**.

8.7 In case of the candidates possessing equivalent educational qualification, such candidates 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.

9. How to apply:

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

9.2 In the online Application Form, candidates are required to upload the scanned colour

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passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], **the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.**

9.3 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/ photograph not acceptable is also given at **Annexure-V.**

9.4 Last date and time for submission of online applications is **08-06-2023 (23:00).**

9.5 **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.**

9.6 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.

9.7 **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form.**

10. **Application Fee:**

10.1 Fee payable: Rs 100/- (Rs one hundred only).

10.2 Women candidates and candidates belonging to Scheduled Castes (SC), Sheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

10.3 Fee can be paid online through BHIM UPI, Net Banking or by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.

10.4 Online fee can be paid by candidates up to 10-06-2023 (23:00 hours). However, candidates who wish to make cash payment through the challan of SBI, may make payment in cash at the Branches of SBI within the working hours of bank up to 12-06-2023 provided the challan has been generated by them before 11-06-2023 (23:00 hours).

10.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of the Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status' 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.

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

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11. **Window for Application Form Correction [14-06-2023 to 15-06-2023 (23:00 hours)]:**

11.1 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.

11.2 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.

11.3 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.

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

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

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

11.7 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.

11.8 If the applicable correction charges are not received by the SSC, 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.

11.9 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.

12. **Centres of Examination:**

12.1 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:

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S No	Examination Centres and Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices and their websites
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)	**Central Region (CR)/** Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil Lines, Kendriya Sadan, Prayagraj – 211001. (http://www.ssc-cr.org)
2	Port Blair (4802), Dhanbad (4206), Jamshedpur(4207), Ranchi(4205), Balasore(Odisha) (4601), Berhampore(Odisha) (4602), Bhubaneswar(4604), Cuttack(4605), Rourkela(4610), Sambalpur(4609), Gangtok(4001), Asansol(4417), Burdwan (4404), Durgapur (4426), Kalyani(4419), Kolkata(4410), Siliguri(4415)	**Eastern Region (ER)/** Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1st MSO Building, (8th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 (www.sscer.org)
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), Kavaratti (9401).	**Karnataka, Kerala Region (KKR)/** Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)
4	Bhopal (6001), Gwalior(6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	**Madhya Pradesh Sub-Region (MPR)/** Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 (www.sscmpr.org)
5	Itanagar(5001), Dibrugarh(5102), Guwahati(Dispur)(5105), Jorhat(5107), Silchar(5111), Churachandpur(5502), Imphal(5501), Ukhrul(5503), Shillong(5401), Aizwal(5701), Dimapur (5301), Kohima(5302), Agartala(5601),	**North Eastern Region (NER)/** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P.O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 (www.sscner.org.in)

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6	Dehradun(2002), Haldwani(2003), Roorkee(2006), Delhi(2201), Ajmer(2401), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Udaipur(2409), Sikar(2411)	**Northern Region (NR)**/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (www.sscnr.nic.in)
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),	**North Western Sub-Region (NWR)**/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org)
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), Krishnagiri(8209), Madurai(8204), Salem(8205), Tiruchirappalli(8206), Tirunelveli(8207), Vellore (8208), Hyderabad(8601), Karimnagar (8604), Warangal(8603)	**Southern Region (SR)**/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 (www.sscsr.gov.in)
9	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)	**Western Region (WR)**/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net)

12.2 A candidate has to give option for three centres, in the order of priority, within the same Region. No request for change of centre at any stage/ Tier(s) of the examination will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

12.3 The Commission will endeavour to accommodate the candidates in centers 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.

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13. **Scheme of Examination:**

13.1 The Computer Based Examination will be conducted in two tiers as indicated below:

13.1.1 Tier-I

13.1.2 Tier-II

13.2 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide 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.

13.3 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. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

13.4 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.

13.5 In the question papers, wherever necessary, the Metric systems of weights and measures will be used.

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

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

13.8 **Scheme of Tier-I Examination:**

Tier	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	I	English Language (Basic Knowledge)	25/ 50	60 Minutes (80 Minutes for candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
	II	General Intelligence	25/ 50	
	III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
	IV	General Awareness	25/ 50	

13.8.1 The Tier-I Examination will consist of Objective Type, Multiple choice

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questions only. The questions will be set in English, Hindi and any language opted by the candidate in the application form, as given at **Annexure-XVI** for Part-II, III & IV of Tier-I examination.

13.8.2 There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.9 **Scheme of Tier-II Examination:**

Tier	Session	Subject	Number of Questions	Maximum Marks	Time allowed
II	**Session-I (2 hours and 15 minutes)**	**Section-I:** **Module-I:** Mathematical Abilities **Module-II:** Reasoning and General Intelligence.	30 30 Total = 60	60*3 = 180	1 hour (for each section) (1 hours and 20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
		Section-II: **Module-I:** English Language and Comprehension **Module-II:** General Awareness	40 20 Total = 60	60*3 = 180	
		Section-III: **Module-I:** Computer Knowledge Module	15	15*3 = 45	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
	Session-II	**Section-III:** **Module-II:** Skill Test/ Typing Test Module	**Part A:** Skill Test for DEOs in Department/ Ministry mentioned at Para 8.1	-	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
			Part B: Skill Test for DEOs except in Department/ Ministry mentioned at Para 8.1	-	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)

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			Part C: Typing Test for LDC/ JSA.	-	10 Minutes (15 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)

13.9.1 Tier-II will include following three sections having two modules each:

13.9.1.1 **Section-I:**

13.9.1.1.1 **Module-I:** Mathematical Abilities

13.9.1.1.2 **Module-II:** Reasoning and General Intelligence.

13.9.1.2 **Section-II:**

13.9.1.2.1 **Module-I:** English Language and Comprehension

13.9.1.2.2 **Module-II:** General Awareness

13.9.1.3 **Section-III:**

13.9.1.3.1 **Module-I:** Computer Knowledge Test

13.9.1.3.2 **Module-II:** Skill Test/ Typing Test

13.9.2 Tier-II will be conducted in two sessions - Session –I & Session-II, on same day. Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Session-II will include conducting of Module-II of Section-III.

13.9.3 **It will be mandatory for the candidates to qualify all the sections of Tier-II.**

13.9.4 Tier-II will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III. The questions will be set in English, Hindi and any language opted by the candidate in the application form, as given at **Annexure-XVI** except for Module-II (i.e. English Language and Comprehension module) in Section-II.

13.9.5 There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.9.6 Module-I of Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.

13.9.7 **Module-II of Section-III i.e. Skill Test/ Typing Test:**

13.9.7.1 Module-II of Section-III will include conducting of Skill Test/ Typing Test in Session-II on the same day.

13.9.7.2 Skill Test/ Typing Test will be of qualifying nature.

13.9.7.3 Skill Test/ Typing Test will be evaluated as per the evaluation guidelines available on the website of the Commission.

13.9.7.4 Errors in the Skill Test will be calculated up to 2 decimal places.

13.9.7.5 Skill Test/ Typing Test will be conducted as per the following scheme:

13.9.7.6 **Skill Test for Data Entry Operator:**

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13.9.7.6.1 Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.

13.9.7.6.2 **Part A - Skill Test for the post of DEO/ DEO Grade 'A' in Department/ Ministry mentioned at Para 8.1:** The 'speed of 15000 (Fifteen Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 3700-4000 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the computer may also be displayed on the computer screen.

13.9.7.6.3 **Part B - Skill Test for the post of DEO/ DEO Grade 'A' except in Department/ Ministry mentioned at Para 8.1:** 'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the Computer may also be displayed on the computer screen.

13.9.7.6.4 Candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 will be given compensatory time of 5 minutes. Therefore, duration of Skill Test for such candidates will be 20 minutes.

13.9.7.7 **Part C - Typing Test for other posts i.e. LDC/ JSA:**

13.9.7.7.1 The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.

13.9.7.7.2 The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later.

13.9.7.7.3 Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.

13.9.7.7.4 The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

13.9.7.7.5 Candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

13.9.7.7.6 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

13.9.7.7.7 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may,

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with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-XIV**) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-XI to Annexure-XIII** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

13.10 **Indicative Syllabus (Tier-I):**

13.10.1 **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

13.10.2 **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any .

13.10.3 **Quantitative Aptitude:**

13.10.3.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

13.10.3.2 **Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

13.10.3.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

13.10.3.4 **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

13.10.3.5 **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

13.10.3.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities

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like sin2θ + Cos2θ=1 etc.,

13.10.3.7 **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

13.10.4 **General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

13.10.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence and Quantitative Aptitude parts.

13.11 **Indicative Syllabus (Tier-II):**

13.11.1 **Module-I of Session-I (Mathematical Abilities):**

13.11.1.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

13.11.1.2 **Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

13.11.1.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

13.11.1.4 **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

13.11.1.5 **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

13.11.1.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like sin2θ + Cos2θ=1 etc.

13.11.1.7 **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities

13.11.2 **Module-II of Section-I (Reasoning and General Intelligence):**

13.11.2.1 Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding

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& unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

13.11.3 **Module-I of Section-II (English Language And Comprehension):**

13.11.3.1 Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

13.11.4 **Module-II of Section-II (General Awareness):**

13.11.4.1 Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

13.11.5 **Module-I of Section-III of Paper-I (Computer Proficiency):**

13.11.5.1 **Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts.

13.11.5.2 **Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc..

13.11.5.3 **Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

13.11.5.4 **Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

13.11.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Mathematical Abilities and Reasoning and General Intelligence modules.

14. **Admission to the Examination:**

14.1 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

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provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) by the Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

14.2 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 be accepted only 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.

14.3 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. https://ssc.nic.in) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-12.1).

14.4 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.

14.5 Candidate must write Registration Number, Roll Number, 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.

14.6 Facility to download Admission Certificates will be made available 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.

14.7 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 Date of Birth as printed on the Admission Certificate**, such as:

14.7.1 Aadhaar Card/ Printout of E-Aadhaar,

14.7.2 Voter's ID Card,

14.7.3 Driving License,

14.7.4 PAN Card,

14.7.5 Passport,

14.7.6 ID Card issued by University/ College/ School,

14.7.7 Employer ID Card (Govt./ PSU),

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14.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.

14.7.9 Any other photo bearing valid ID card issued by the Central/ State Government.

14.8 **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**

14.9 PwBD/ PwD candidates availing the facility of scribes as per Para 7.1, 7.2 and 7.3 shall also be required to carry required 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.

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

14.11 Applications with blurred photograph and/ or signature will be rejected.

15. **Post Preferences:**

15.1 The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

15.2 **Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same.** 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.

16. **Document Verification (DV):**

16.1 **In view of the decision of the Government to expedite the recruitment process, Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.**

16.2 Candidates will have to submit copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:

16.2.1 Matriculation/ Secondary Certificate.

16.2.2 Educational Qualification Certificate.

16.2.3 Order/ letter in respect of equivalent Educational Qualifications claimed, 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.

16.2.4 Caste/ Category Certificate, if belongs to reserved categories.

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16.2.5 Persons with Benchmark Disabilities Certificate in the required format, if applicable.

16.2.6 For Ex-Servicemen (ESM):

16.2.6.1 Undertaking as per **Annexure-VIII.**

16.2.6.2 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.

16.2.6.3 Discharge Certificate, if discharged from the Armed Forces,

16.2.7 Relevant Certificate if seeking any age relaxation.

16.2.8 No Objection Certificate, in case already employed in Government/ Government undertakings.

16.2.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

16.2.9.1 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;

16.2.9.2 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.

16.2.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

16.2.9.4 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.

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

16.3 **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. **Mode of Selection:**

17.1 Minimum qualifying marks in Tier-I, and Section-I, Section-II & Module-I of Section-III of Tier-II Examination are as follows:

17.1.1	UR	:	30%
17.1.2	OBC/ EWS	:	25%
17.1.3	All other categories	:	20%

17.2 Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of candidates will be used to determine merit and for final selection.

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17.3 There may be separate category-wise cut-offs in Tier-I and subsequent Tiers for different posts i.e. (i) DEO/ DEO Grade 'A' in Department/ Ministry mentioned at Para 8.1, (ii) DEO/ DEO Grade 'A' except in Department/ Ministry mentioned at Para 8.1, and (iii) LDC/ JSA.

17.4 Tier-II Examination will be conducted for all the candidates qualified in Tier-I. In Tier-II, all the candidates will be required to appear in all three sections.

17.5 In Tier-II, it will be mandatory for the candidates to qualify all the sections.

17.6 Based on the aggregate performance in Section-I and Section-II of Tier-II Examination, candidates will be shortlisted for evaluation of Section-III of Tier-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III and they will not be considered for further selection process.

17.7 Section-III of Tier-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and Skill Test/ Typing Test are qualifying in nature. Skill Test for DEOs is mandatory for all the qualified candidates. Typing Test for posts other than DEOs is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per **Para-13.9.7.7.7**.

17.8 Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

17.9 **Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same.** 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.

17.10 **Merit list will be prepared on the basis of overall performance of candidates in Tier-II Examination only**. Merit List will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Tier-II examination only subject to qualifying Section-III (both modules) of Tier-II as per the qualifying standards fixed by the Commission.

17.11 Final selection of candidates, in each category, will be made on the basis of 'overall performance in Tier-II Examination' and 'preference of posts' exercised by them. Once the candidate has been given his first available preference, as per his merit, he will not be considered for any other option. **Candidates are, therefore, required to exercise preference of posts very carefully.** The option/ preference once exercised by the candidates will be treated as **FINAL** and **IRREVERSIBLE**. Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons.

17.12 The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example, if a candidate has given higher preference for a post and is selected for that post; in that case, if he fails to meet the medical/ physical/ educational standards for that post, his candidature will be rejected and he will not be considered for any other

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preferences and no correspondence in this regard will be entertained by the Commission.

17.13 The 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 subsequent to the conduct of Document Verification by User Departments. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

17.14 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, EWS, ESM and PwBD candidates.

17.15 SC, ST, OBC, EWS, ESM and PwBD candidates 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 unreserved 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.

17.16 A person with benchmark disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability of relevant category.

17.17 Success in the examination confers no right of appointment unless the 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.

17.18 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 examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

17.19 Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

17.20 Candidates on final selection may be allotted a State/ UT/ Zone by the User Ministry/ Department/ Office concerned. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the User Ministry/ Department/ Office concerned.

17.21 If a candidate scoring more than cut-off marks in any Tier/ 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 two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.

17.22 If a candidate is finally selected and does not receive any correspondence from the

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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.

17.23 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 next vacancy year in accordance with the extant rules.

17.24 There shall not be any Waiting List/ Reserve List after declaration of Final Result.

18. **Resolution of Tie Cases:** In the event of tie in scores of candidates in Tier-II examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

18.1 Marks scored in Section-I of Tier-II Examination.

18.2 Date of birth, with older candidates placed higher.

18.3 Alphabetical order in which names of the candidates appear.

19. **Action against candidates found guilty of misconduct:**

19.1 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:

S No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as OMR sheets, 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 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

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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 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

19.2 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 authorities/ forensic experts concerned.

20. **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 & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

21. In accordance with the directions issued by DoP&T 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 or on the website of National Career Service (NCS), Ministry of Labour and Employment 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/ PwBD/ EWS/ ESM), (v) Gender of the candidate, (vi) Educational Qualifications, (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 will be made available on the website of the Commission/ NCS.

22. **Court's Jurisdiction**: Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of the Regional Office concerned of the Commission where the candidate has appeared for the Computer Based Examination.

23. **Dis-qualifications:** 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

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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.

24. **Important Instructions To Candidates:**

(a)	BEFORE APPLYING, CANDIDATES MUST TO 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 IN THEIR OWN INTEREST SHOULD 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)	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 be accepted only 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 Commission or the Indenting 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.
(d)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwBD/ EWS/ ESM 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.
(e)	Candidates with only **benchmark physical disability** will be considered as PwBD and entitled to age-relaxation/ reservation for Persons with Disabilities.
(f)	When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as '**Application Received (Contents Not Verified)'**. Candidates should take printout of the online Application Form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission.
(g)	Fee payable: ₹ 100/- (Rupees one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), ESM eligible for reservation and Persons with benchmark disability (PwBD) are exempted from payment of fee.
(h)	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

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	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.
(i)	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. This facility can be availed by online payment of stipulated correction charges as per details given at Para-11 of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination will be cancelled.
(j)	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.
(k)	The candidates must write their name, Date of Birth, father's name and mother's name strictly as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Commission.
(l)	**Applications with miniature/ blurred Photograph and/ or photos not as per format will be summarily rejected. Similarly, applications with miniature/ blurred Signature will be rejected.**
(m)	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.
(n)	The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority.
(o)	Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, 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. **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-14.8) 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.** PwBD candidates availing the facility of scribes as per Para 7.1, 7.2 and 7.3 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(p)	Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will

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	not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options. Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. 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.
(q)	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.
(r)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(s)	If a candidate scoring more than cut-off marks at any Tier/ 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 two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(t)	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.
(u)	In the online application form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **The photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.** If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/ photograph not acceptable is also given at **Annexure-V.**

Under Secretary to Govt. of India
09-05-2023

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Annexure-I

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 owning 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)

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Annexure-IA

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:

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Annexure-II

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:

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Annexure-IIA

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:

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Annexure-III

(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.nic.in.

4. One-Time Registration process requires filling up of following information:

    a. Basic details
    b. Additional and contact details
    c. 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 to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be given in red text.

    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.

    c. S No-2: 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-2c and 2d.

    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class)

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Certificate.

e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.

f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.

g. S No-6: Matriculation (10th Class) Examination Details which include:

   i. Name of Education Board
   ii. Roll Number
   iii. Year of passing

h. S No-7: Gender

i. S No-8: Level of Educational Qualification (highest).

j. S No-9: 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.

k. S No-10: Your Email ID which must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission 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. Provide detail of State/ UT of your Permanent Address.

m. When the Basic Details provided at S No-1 to 10 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.

r. S No-11: Provide information about your Category.

s. S No-12: Provide information about your Nationality

t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of

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examination.

u. S No-14: 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.

v. S No: 15 to 18: 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 draft printout and review the information filled in the Registration Form carefully, before 'Final Submit'.

x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.

y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.

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. After completion of registration process, 'Basic Details' can be changed. **HOWEVER, IT IS ADVISED TO THE CANDIDATES TO BE CAUTIOUS WHILE MAKING ONE TIME REGISTRATION**.

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.**

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Annexure-IIIA (1/4)

BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? *	○ Yes ◉ No
1a. Aadhaar Number	Aadhaar Number should be same as mentioned in Aadhaar Card
1b. Verify Aadhaar Number	
1c. Type of ID *	Driving License Type of ID and ID Number to be provided if you don't want to give Aadhaar number
1d. ID Number *	BRHPK3731M
2a. Name *	SAMPLE NAME 1. 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)
2b. Verify Name *	SAMPLE NAME
2c. Have you ever changed Name?	○ Yes ◉ No
2d. New Name / Changed Name	
3a. Father's Name *	SAMPLE FATHER 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)
3b. Verify Father's Name *	SAMPLE FATHER NAME
4a. Mother's Name *	SAMPLE MOTHER 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)
4b. Verify Mother's Name *	SAMPLE MOTHER NAME
5a. Date Of Birth (DD/MM/YYYY) *	02/07/1998 Date Of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	02/07/1998
6. Matriculation (10th Class) Examination details :	
(i). Education Board *	Central Board of Secondary Education (CBSE) Education Board of Matriculation Examination
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE)
(iii). Roll Number *	301739 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."

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Annexure-IIIA (2/4)

(iv). Verify Roll Number *	301739
(v). Year of Passing *	2013
(vi). Verify Year of Passing *	2013
7a. Gender *	(•) Male ( ) Female ( ) Transgender
7b. Verify Gender *	(•) Male ( ) Female ( ) Transgender
8. Level of Educational Qualification *	Graduation
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com
• State / UT of Permanent Address *	Delhi

Save Reset Close

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Annexure-IIIA (3/4)

ADDITIONAL AND CONTACT DETAILS

Edit

11a. Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
11b. Verify Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
12. Nationality *	Citizen of India
13. Identification Marks*	MOLE ON RIGHT CHEEK
14a. Are you a Person with Benchmark Disability (PwBD)? *	( ) Yes (●) No
14b. Type of Disability	--Select--

NOTE
VH: Blindness and low vision.
HH: Deaf and hard of hearing.
OH: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
Others: Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number	
15a. Permanent Address *	SAMPLE PERMANENT ADDRESS
15b. State/ UT *	Punjab
15c. District *	Patiala
15d. PIN Code *	140401
16. Is Present Address same as Permanent Address?	(●) Yes ( ) No
17a. Present Address *	SAMPLE PERMANENT ADDRESS
17b. State/ UT *	Punjab
17c. District *	Patiala
17d. PIN Code *	140401
18. Contact details for other nationals	

Previous | Save | Next | Reset | Close

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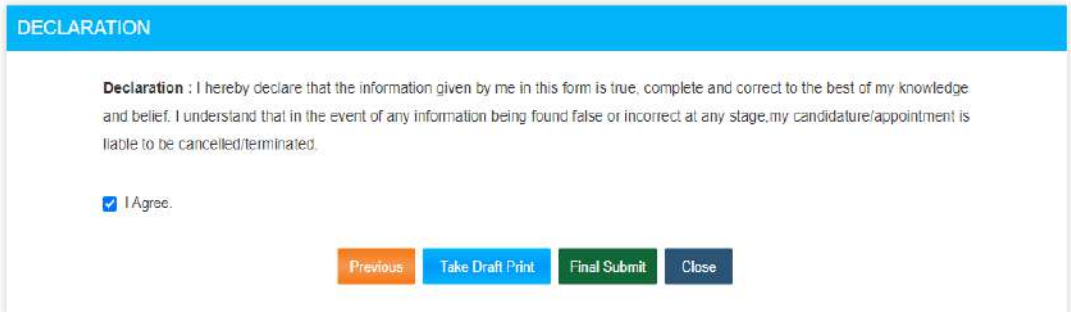
Annexure-IIIA (4/4)



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Annexure-IV

Part-II (Online Application Form)

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

    a. Recent scanned colour passport size photograph (**i.e. not more than three months old from the date of publication of the Notice of Examination**) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible. Applications with blurred photograph will be rejected. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/ photograph not acceptable is also given at Annexure-V.**

    b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible/ blurred 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 'Apply' link in 'Combined Higher Secondary (10+2) Level Examination 2023' Section under 'Latest Notifications' tab.

4. Information in columns at S No-1 to 14 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 'Modify Registration' tab provided at the left-hand top corner of your dashboard and make suitable corrections before proceeding further.**

5. S No-15: 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-12 of the Notice of Examination for more information.

6. S No-16: Select the medium for Computer Based Examination (CBE). The list of languages for the examination is given at **Annexure-XVI** of the Notice.

7. S No-17: Select the medium of Typing Test.

8. S No-18: Click 'Yes' if you have passed 12th Standard in Science Stream with Mathematics as a subject from a recognized Board or equivalent or else 'No'.

9. S No-19: 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'.

10. S No-20.1: 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-Other candidates as per S No 9.1. Candidates opting 'Yes' against S. No 20.1 will be eligible for Scribe/ compensatory time, however, such

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candidates will have to produce the Multiple Disability Certificate with atleast 40% VH (B/ LV) disability at the time of examination. Please refer Para 7.1 of the Notice of Examination.

11. S No-20.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected (OH-BA) or OH- Cerebral Palsy (OH-CP). This option will be available only to PwBD-OH and PwBD-Other candidates as per S No 9.1. Candidates opting 'Yes' against S. No 20.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Disability Certificate with atleast 40% OH-BA or OH-CP disability at the time of examination. Please refer Para 7.1 of the Notice of Examination.

12. S No-20.3: Indicate if you have physical limitation to write as per Para 7.2 or 7.3 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 9.1 or have opted 'Yes' against S No 20.1 or S No 20.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates as per S No 9 opting 'Yes' against S. No 20.3 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 9 (i.e. PwD below 40% disability) opting 'Yes' against S. No 20.3 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-7.2 & 7.3 of the Notice of Examination for more information.

13. S No-20.4 to 20.6: If you are eligible for availing the facility of scribe as per Para-7 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 20.1 or 20.2 or 20.3.

14. S No-21: If you are seeking age relaxation, select appropriate age-relaxation category.

15. S No-22: Indicate your highest educational qualification.

16. S No-23: Provide details of the qualifying educational qualification.

17. S No-24: Please see Notice of Examination, Para No: 21 and fill up accordingly.

18. S No-25 to 27: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.

19. **Upload your recent Photograph without spectacles/cap (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1a above. Applications with blurred photograph will be rejected. Specimen of photograph acceptable/ photograph not acceptable is given at Annexure-V. Candidates may refer to the same.**

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

21. S No-28: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of

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publication of the Notice of Examination.

22. Go through the declaration carefully and click on “I agree” check box if you accept the same. Fill up Captcha code.

23. Preview and verify the information provided by you. If you want to modify any entry, click on ‘Edit/ Modify’ button and make requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application. You will not be able to make any correction in the online application after submission of the application.

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

25. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan. Refer Para-10 of the Notice of Examination for further information on the payment of fee.

26. When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as **‘Application Received (Contents Not Verified)’**. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

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Annexure-IVA (1/4)

COMBINED HIGHER SECONDARY (10+2) LEVEL EXAMINATION, 2023

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY)(as per Matriculation Certificate):	02/07/1998
6. Age as on 01/08/2023:	25.0
7. Gender:	Male
8. Category:	UR
9. Whether Person with Benchmark Disability (PwBD)?:	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	301739
14. Matriculation (10th Class) Year of Passing:	2013
15. Preference of Examination Centres:*	NR-Delhi(2201) / NR-Haridwar(2005) / NR-Bikaner(2404)

Please see Para - 12 of the Notice

16. Medium for Computer Based Examination (CBE): *	English (2)
Verify Medium for Computer Based Examination (CBE):	English (2)
17. Medium for Typing Test:*	English
Verify Medium for Typing Test:	English
18. Whether 12th standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent (for DEOs in Department/ Ministry mentioned at Para 8.1 of the Notice):*	(●) Yes ( ) No
19.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	( ) Yes (●) No

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

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

19.4. Length of service in the Armed Forces:

19.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM): ○ Yes ○ No

Please refer to the Notice of Examination, Para-5.4

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

20.1. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (VH)?: ○ Yes ○ No
Please refer to the Notice of Examination, Para-7.1

20.2. 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)?: ○ Yes ○ No
Please refer to the Notice of Examination, Para-7.1

20.3. 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.)? : ○ Yes ◉ No

20.4. Whether scribe is required?: ○ Yes ○ No
Please see Para - 7 of the Notice

20.5. Will you make your own arrangement of Scribe?: ○ Yes ○ No

20.6. If Scribe is to be arranged by SSC, then indicate medium: Please Select

21.1. Whether seeking Age Relaxation? :* ○ Yes ◉ No

21.2. If Yes, Age Relaxation code: --Select Age Relaxation Code--
Please see Para - 5.2 of the Notice

22. Highest Educational Qualification: * BA (Hons.)(6)

23. Details of Qualifying Educational Qualification:* 12th Standard

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
Passed	2019	Delhi	Central Board of Seconda	12321421	67	

24. 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? * ○ Yes ◉ No
Please see Para - 21 of the Notice

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25. Correspondence Address:	Sample Permanent Address
State:	Punjab
District:	Patiala
Pin:	140401
26. Permanent Address	Sample Permanent Address
State:	Punjab
Pin:	140401
Mobile Number:	8111111111
Email:	sample123@gmail.com
27. Contact Details for Other Nationals:	

Photograph And Signature

Upload a photograph without Spectacles/Cap taken on or after 09-February-2023*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5 cm (height)

Choose File 10000000026P.jpeg



Upload Signature *

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0 cm (height)

Choose File 10000000026S.jpeg



28. Whether the photograph has been taken on or after 09-February-2023?: ○ Yes ○ No

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Annexure-IVA (4/4)

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 supressed/ 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 declare that the photograph uploaded in the Application Form has been taken on or after the stipulated dated.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.*

*Verification will be subject to authorization from competent authority.

☑ I Agree



Try Another

BSNWV

Preview Reset Close

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Annexure-V

Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

Extra Colour



Too close



With hat/cap



Blur Photographs







Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles



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ANNEXURE-VI

Form of 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 _____Examination 20_____.

Signature _____

Name_____

Office Seal

Place:
Date:

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

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ANNEXURE- VII

Form of 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:

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ANNEXURE-VIII

UNDERTAKING TO BE GIVEN BY THE 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.)in Group 'C' and 'D' posts 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 already 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 not eligible for the benefit of reservation provided to ex-servicemen;

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: …….

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ANNEXURE-IX

FORMAT FOR SC/ ST CERTIFICATE

The form of 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/* _____District/Division* _____of the State/UnionTerritory* _____belongs tothe_____caste/ Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes) Order,1950
@The Constitution (Scheduled Tribes) Order,1950
@TheConstitution (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; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act,1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu & Kashmir) Scheduled CastesOrder,1956
@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959as 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 (Uttar Pradesh) Scheduled Tribes 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 Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment)Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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* of _____ 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)
State/ Union Territory*

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 section20 of the Representation of the People Act, 1950.

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

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

+ (not below of the rank of 1st Class Stipendiary 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.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

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ANNEXURE-X

(FORMAT 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) dated8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature----------
Designation----------$

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's is mentioned as OBC.

**- As amended from time to time.

$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

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

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ANNEXURE-XI

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	of Issue	ls of authority issuing certificate

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

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

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ANNEXURE-XII

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 %)

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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.	Mentalillness			
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

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		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.

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ANNEXURE-XIII

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 %)

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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

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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

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ANNEXURE-XIV

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Sh./Smt./Kum _____son/daughter/wife of Shri_____is suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief description of his/ her disabilities) ----------
---

This is a permanent disability and the extent of his/ her disability works out to ____% of disability.
This disability is likely to interfere with Typewriting (specify)

Signature of Civil Surgeon:
Name:
(Official Stamp)
Place:
Date:

Photograph of candidate clearly showing face with affected portion of the body

Signature of candidate:
Name:
Roll Number:

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ANNEXURE-XV

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSET 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_____

Passport size attested photograph of the applicant

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

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Annexure-XVI

LANGUAGES FOR EXAMINATION

S No	Language	Code
1	Hindi	01
2	English	02
3	Assamese	03
4	Bengali	04
5	Gujarati	07
6	Kannada	08
7	Konkani	10
8	Malayalam	12
9	Manipuri (also Meitei or Meithei)	13
10	Marathi	14
11	Odiya	16
12	Punjabi	17
13	Tamil	21
14	Telugu	22
15	Urdu	23

Note: Candidates are advised to be careful in exercising this option of indicating the Medium of Examination.