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 Staff Selection Commission (HQ): https://ssc.gov.in)

Stenographer Grade 'C' & 'D' Examination, 2025

Dates for submission of online applications	**06.06.2025 to 26.06.2025**
Last date and time for receipt of online applications	**26.06.2025 (23:00 hours)**
Last date and time for making online fee payment	**27.06.2025 (23:00 hours)**
Date of 'Window for Application Form Correction' and online payment of Correction Charges.	**01.07.2025 to 02.07.2025. (23:00 hours)**
Schedule of Computer Based Examination	**6th Aug to 11th Aug, 2025**
Toll-Free Helpline Number to be called in case of any difficulty in filling up the Online Application Form	**1800 309 3063**

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

F.No.: E/16/2025-C-2: The Staff Selection Commission will hold an Open Competitive Computer Based Examination for direct recruitment to the posts of Stenographer **Grade 'C'** (Group 'B', Non- Gazetted) and Stenographer **Grade '**D' (Group 'C') in various Ministries/Departments/Organizations including their Attached offices, Subordinate offices and Statutory bodies of the Government of India located in various States and Union Territories. Only those candidates who have skills in stenography are eligible to apply.

2. **Vacancy**

2.1 Tentative Vacancies: There are approx. **261 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.gov.in> For Candidates > Tentative Vacancy**) in due course. Candidates may note that State-wise/ Zone-wise vacancies are not collected by the Commission.

3. Reservation and Suitability of Posts for Persons with Disabilities:

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

3.2 Vacancies for ESM are reserved for only Group "C" post (Stenographer Grade 'D).

3.3 The posts of Stenographer Grade 'C' & 'D', included in this notice of examination have been identified suitable for following disabilities by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment *vide* Notification No. 38-16/2020-DDIII dated 04.01.2021 as amended from time to time.

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Stenographer Grade 'C'	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD (Spinal Deformity) & SI(Spinal Injury) without neurological/limb dysfunction. d) ASD, SLD, MI e) MD involving (a) to (d) above
Stenographer Grade 'D'	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy, SD (Spinal Deformity) & SI Spinal Injury) without neurological/limb dysfunction. d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above

ABBREVIATION USED:

FUNCTIONAL REQUIREMENT: S-Sitting, ST-Standing, W-Walking, BN-Bending, RW-Reading & Writing, S E-Seeing, H-Hearing, C-Communication.

NATURE OF PHYSICAL DISABILITIES: B-Blind, LV-Low Vision, D-Deaf, HH- Hard of Hearing, OA-One Arm Affected, OL-One Leg Affected, BL-Both Leg Affected, OAL-One Arm and One Leg Affected, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, SD-Spinal Deformity, SI-Spinal Injury, MDy- Muscular Dystrophy, ASD- Autism Spectrum Disorder (M- Mild, MoD-Moderate)

ID- Intellectual Disability, SLD- Specific Learning Disability, MI- Mental Illness, MD-Multiple Disabilities.

Note: - The suitability of posts for Persons with Benchmark Disability (PwBD) indicated in the above table shall be subject to exemption, if any, obtained by indenting Ministries/Departments/Organizations including their Attached offices, Subordinate offices and statutory bodies of the Government of India.

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

3.5 The requirements of Physical Efficiency Test, Physical and Medical Standards for the Posts in Border Roads Organization (BRO) are annexed at **Annexure-XV**. Candidates applying for the post(s) in BRO must satisfy themselves that they fulfill aforesaid standards. The candidates may note that post(s) once allocated as per merit-cum-preference given by the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards. **It is reiterated that the candidates applying for the post(s) in Border Roads Organization (BRO) should cautiously go through the physical and medical standards required by BRO. The Staff Selection Commission shall not make re-allocation for those candidates whose candidature is cancelled on the ground of non-fulfillment of physical and medical standards.**

3.6 **Only** male candidates are eligible for the vacancies**,** if any reported, in the post of Stenographer Grade 'D' in the Border Roads Organization (BRO).

4. Nationality/Citizenship:

4.1 A candidate must be either:

4.1.1 a citizen of India, or
4.1.2 a subject of Nepal, or
4.1.3 a subject of Bhutan, or
4.1.4 a person of Indian origin who has migrated from Pakistan, Myanmar, 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 4.1.2, 4.1.3 and 4.1.4 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 by the Government of India.

5. Age Limit (as on 01.08.2025) and Age Relaxation:

5.1 The crucial date for age reckoning is fixed as **01.08.2025** in accordance with the provisions of DoP&T OM No. 14017/70/87-Estt.(RR) dated 14-07-1988. The age limits for the posts as per the Recruitment Rules of various User Departments are:

5.1.1 Stenographer Grade 'C': **18 to 30 years** as on **01.08.2025,** *i.e.*, candidates born not before **02.08.1995** and not later than **01.08.2007** are eligible to apply.

5.1.2 Stenographer Grade 'D': **18 to 27 years** as on **01.08.2025,** *i.e.*, Candidates born not before **02.08.1998** and not later than **01.08.2007** are eligible to apply.

5.2 Permissible relaxation in upper age limit and category codes for claiming age relaxation are as follows:

Code No.	Category	Age-relaxation permissible beyond the upper age limit /age limit after relaxation
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 01.08.2025.
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
Permissible relaxation in upper age limit for Group 'C' posts only		
10	**Central Govt. 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 Govt. 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 the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the age.

5.4 Ex-servicemen (ESM) 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, he/she can avail of the benefit of reservation as an Ex-serviceman for subsequent employment if 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 which he/she 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/she must have already acquired, at the relevant time of submitting his / her application for the Post/Service the status of Ex-Servicemen otherwise than by way of 'dismissal or discharge on account of misconduct or inefficiency' or be in a position to establish his / her acquired entitlement by documentary evidence from the competent authority that he/she would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex- Serviceman within the stipulated period of one year from the closing date of receipt of applications.

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

5.7.1.1 who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

5.7.1.2 who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

5.7.1.3 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 embodied 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

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 term includes an Ex- Serviceman, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date with Armed Forces of the Union shall be considered eligible only for appointment to the Group 'C' posts of Stenographer Grade 'D' against the posts reserved for Ex-Servicemen. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the last date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible for any post.

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 Organizations/Offices at the time of document verification or at any stage by the concerned Authority. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM 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.

6.2 Candidates are cautioned that they must ensure that they belong to the category as filled up in the application form and are able to prove the same by furnishing the requisite certificate issued by the competent authority when such certificates are sought by concerned User Organizations/Offices at the time of document verification or at any stage by the concerned Authority, failing which the candidature of the candidate will be cancelled. **If the candidature of a candidate is cancelled by the User Organization/Office/concerned Authority for non-furnishing of the requisite certificate in support of the category filled up in the application form, the candidate would be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.**

For example, a candidate X filled OBC in his application form. If X is unable to produce the OBC certificate as per the notice of examination at the time of Document verification or at any stage before the User Organization/Office or the concerned Authority, in such circumstances, candidature of X will be cancelled and X will have no claim for consideration of his/her candidature under any other category.

6.3 Candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD category i.e. OH/HH/VH/PwBD-Others, while filling up the application form as per their certificate of disability issued by the competent authority. No subsequent changes of PwBD category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate issued by the competent authority as declared in the Application Form when such certificates are sought by concerned User Organizations/Offices at the time of document verification, failing which their candidature will be cancelled. It may be noted that sub-category/sub-categories 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 disability certificate. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of requisite certificate in support of 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 on the issue received in any form like Post, Email, by hand, etc. shall not be entertained by the

Commission and it will be summarily rejected.

6.4 Crucial date for claim of SC/ST/OBC/PwBD/ESM status or any other benefit, viz., fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications. The crucial date here does not mean the date of certificate(s) should be before the closing date of application, it means that on the closing date of application, the candidate(s) must fall under the categories SC/ST/OBC/PwBD/ESM, as applicable. However, a person, seeking appointment on the basis of reservation to EWS Category, must ensure that he/she possesses the Income & Asset certificate valid for the financial Year 2025-2026 issued on the basis of Income for the financial year 2024-2025 in accordance with DoPT's OM No. 36039/1/ 2019-Estt (Res) dated 31.01.2019.

6.5 A person seeking appointment **on the basis of reservation to OBC** must ensure that he does not fall in creamy layer on the crucial date i.e. the closing date of application. The applicants of OBC category, who are not covered under creamy layer in terms of Standing Instructions of Government of India as amended from time-to-time, seeking Age-relaxation, Reservation etc. shall invariably submit the requisite certificate as per the format (**Annexure-IX**). A person seeking appointment to a selected post on the basis of reservation admissible to OBCs candidates must ensure that he/she possesses caste/community certificate. Further, he/she should not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date of application. Such candidates may also note that their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

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

6.6 A person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-26 issued on the basis of income for the financial year 2024-25 in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res.) dated 31.01.2019. The applicants seeking reservation of EWS category shall invariably submit the requisite certificate as per Format (**Annexure-X**) from the Competent Authority, as and when called for by the Commission/User Department concerned, otherwise their claims for reservation etc. shall not be considered. The crucial date for submitting the income and asset certificate by the candidate will be closing date of application.

6.7 Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM.

7. Provision of Compensatory Time and assistance of scribe:

7.1 In case of Persons with Benchmark Disabilities in the category of Blindness, Locomotor Disability (Both Arms affected - BA) and Cerebral palsy, the facility of scribe will be provided, subject to such requests being made to the Commission while filling up the online application form, **uploading of requisite certificate (Annexure-XI of Notice/Disability Certificate) while filling up the Application form** and subject to the posts being identified suitable for these categories of disability

7.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be made on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-IA**. **Also, the requisite certificate (Annexure-IA/Disability Certificate) is required to be uploaded while filling up the Application form.** The genuineness of PwBD certificate may be verified by the Commission in respect of **Annexure-IA** and **Annexure-IIB** submitted by the candidates at any period of time.

7.3 The candidates will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.

The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA** and **Annexure-IIB**. **Also, the requisite certificate (Annexure-IIA and Annexure-IIB/Disability Certificate) is required to be uploaded while filling up the Application form.** The genuineness of PwD certificate may be verified by the Commission in respect of Annexure-IIA and Annexure-IIB submitted by the candidates at any period of time.

7.4 In case a candidate opts for his/ her own scribe, the following points may be noted:-

a) A person shall be allowed to act as a scribe only after completing his/her One Time Registration (OTR) **and Aadhaar authentication** on the website of the Commission. **In case Candidate's Scribe is not Aadhaar authenticated, the Commission will provide it's own Scribe to the candidate.**

b) A scribe shall not give assistance to more than one candidate in the same examination.

c) A candidate applying for an examination cannot act as a scribe for another candidate in the same examination. If a candidate is detected to have appeared or likely to appear as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.

d) The qualification of the scribe shall be one step below the qualification of the candidate taking the examination.

e) Candidate must ensure that details of the scribe engaged by him/her is not appearing in the List of Debarred persons available on the website of the

Commission. Therefore, candidate is advised to go through the List of Debarred persons available on the website of the Commission.Any violation of above conditions will invite cancellation of candidature, **debarment of candidate as well as scribe** as per rules, relevant action against the scribe and criminal action, if so required.

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

(a) Before a candidate can choose a person to act as his/her scribe, the person (scribe) shall be required to complete the OTR on the website of the Commission and must be Aadhaar authenticated. The OTR number generated on the scribe's mobile number during registration will be required to be filled up by the candidate so as to choose the person as his/her scribe.

(b) When the details of Exam-City for the examination is made live, the candidate will be required to access the same on the website of the Commission and provide the OTR number of the scribe. A one-time password (OTP) will be generated and sent to the registered mobile number of the scribe. The candidate will need to get the OTP from the scribe and key in the same in the appropriate field on the portal. Requisite arrangements in this regard may be ensured by the candidate and the scribe so that the process of availing the facility of the scribe at the time of Admission Certificate generation goes smoothly.

(c) After completing the procedure, the Admission Certificate of the candidate as well as the Entry Pass of the scribe will be generated which can be downloaded by the candidate.

Note 1 - Admission Certificate & Scribe Entry Pass will be made available tentatively before 04 days of the commencement of the examination.

Note 2 – Candidates who have opted for 'Own Scribe' would require to register their scribe on the Commission's website upto 05 days (tentatively) before the commencement of the examination.

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

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

7.6 The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe during the period when Exam Date, City & Venue Intimation is live on the website of Commission. In addition, the scribe has to produce a valid ID proof (as per list given at **para-16.7**.) 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-IB**. In case, subsequently it is

found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

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

7.8 The candidates referred to at **paras 7.1, 7.2 and 7.3 above**, who are allowed use of scribe but do not avail the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.

7.9 The PwD/ PwBD candidates who have availed the facility of Scribe/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time, during the conduct of computer based examination, and/or as and when called for by the Commission and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the 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 PwD/PwBD 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 01.08.2025):

8.1 Candidates must have passed 12th standard or equivalent examination from a recognized Board or University as on or before the cut-off date i.e. **01.08.2025**.

8.2 As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. 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.

8.3 As per University Grants Commission (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 Indira Gandhi National Open University (IGNOU) to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

8.4 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 12^{th} Standard or equivalent examination in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by Indenting Departments/ Organizations concerned for the purpose of document verification. Otherwise, their candidature will be cancelled.

8.5 The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board by the specified date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the EQ requirement.

8.6 Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Departments/ Appointing Authorities concerned.

9. How to apply

9.1 Applications must be submitted only in online mode at the new website of SSC Headquarter i.e. https://ssc.gov.in or through my SSC mobile application (which can be downloaded from Google Play Store). For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice as well as Notice dated 02.06.2025 relating to the mobile app, available on the website of the Commission. Sample proforma of One-time Registration and online Application Forms are attached as **Annexure-IIIA and Annexure-IVA**

9.2 Last date for submission of online applications is **26-06-2025** (23:00 Hrs).

9.3 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.

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

9.5 The candidates are advised to opt for Aadhaar Based Authentication, in terms of Aadhaar Policy as published on the website of the Commission, while completing their OTR process. The application(s) of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that photograph and/or signature uploaded by the candidate are not as per prescribed standards. Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the examination venue at the time of Computer Based Examination.

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

(i) Find a place with good light and plain background.

(ii) Ensure the camera is at eye level before taking the photo.

(iii) Position himself directly in front of the camera and look straight ahead.

(iv) Ensure that his face is fully inside prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the area delineated by the camera.

(v) Candidates should not wear a cap, mask or glasses/spectacles while capturing the photo.

9.7 The appearance of a candidate in the examination should be as per the photograph in the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full frontal view. Applications with photographs not in accordance with the instructions are liable to be rejected. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected**.** However, above rejections will not be applicable to the Aadhaar authenticated candidates.

9.8 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. However, above rejections will not be applicable to the

Aadhaar authenticated candidates.

9.9 Candidates are required to upload the scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with inappropriate photographs or blurred/miniature signatures, not meeting the above requirements, will be rejected summarily. However, above rejections will not be applicable to the Aadhaar authenticated candidates.

9.10 PwBD and PwD candidates willing to avail the benefit of reservation or scribe or both are required to upload Certificate of Disability as per Annexure-IA, Annexure-IB, Annexure-XI to XIII whichever is applicable, at the time of filling online application form

9.11 The Commission does not accept any responsibility 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.

9.12 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. They should also check that photograph and signature are meeting all the above requirements. Candidates are advised to keep a copy of the application.

9.13 The information furnished by the candidates in their applications will be verified by the User Department/Commission with reference to the original documents during the Document Verification. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/ her candidature will be rejected forthwith. The candidates should ensure that they have furnished correct information in the application form.

10. Application Fee:

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

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

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

10.4 Online fee can be paid by candidates up to **27.06.2025** (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 will not be adjusted against any other examination or selection.

11. Window for Application Form Correction **[01.07.2025 to 02.07.2025 (23:00 hours)]:**

11.1 After the closing date for receipt of online applications, the Commission will provide a period of 02 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, or RuPay 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:

Sl. No.	Name of Examination Centre(s) and Centre Code	Regional Office of SSC and States/ UTs under their jurisdiction	Address of the Regional Offices and Website
1	Bhagalpur (3201), Gaya (3203), Muzaffarpur (3205), Patna (3206), Agra (3001), Prayagraj (3003), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), 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	Sri Vijaya Puram (4802), Ranchi (4205), Dhanbad (4206), Jamshedpur (4207), Suri (4416), Asansol (4417), Burdwan (4422), Durgapur (4426), Balasore (4601), Berhampore (4602), Bhubaneswar (4604), Cuttack (4605), Sambalpur (4609), Rourkela (4610), Dhenkanal (4611), Gangtok (4001), Kolkata (4410), Siliguri (4415), Kalyani (4419)	**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	Bengaluru (9001), Belgavi (9002), Kalaburagi/Gulbarga (9005), Mangalore (9008), Mysore (9009), Shivamogga (9010), Hubballi (9011), Udupi (9012), Kannur (9202), Kottayam (9205), Kozhikode (9206), Thiruvananthapuram (9211), Ernakulam (9213), Kollam (9210), Thrissur (9212), 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),	**Madhya Pradesh Region (MPR)/ Chhattisgarh and Madhya Pradesh**	Regional Director (MPR), Staff Selection Commission, 5th Floor Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004

	Durg Bhilai (6205)		(www.sscmpr.org)
5	Itanagar (5001), Guwahati (Dispur) (5105), Dibrugarh (5102), Imphal (5501), Shillong (5401), Aizawl (5701), Kohima (5302), Agartala (5601), Churachandpur (5502), Ukhrul (5503)	**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, Assam781006 (www.sscner.org.in)
6	Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406), Udaipur (2409), Sikar (2411), Dehradun (2002), Haldwani (2003), Roorkee (2006).	**Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand**	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (https://sscnr.nic.in)
7	Chandigarh/ Mohali (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar(J&K) (1007), Bathinda (1401), Amritsar (1404), Jalandhar (1402), Patiala (1403), Ludhiana (1405).	**North Western Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab**	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh160009 (www.sscnwr.org)
8	Guntur (8001), Kakinada (8009), Kurnool (8003), Nellore (8010), Ongole (8014), Rajahmundry (8004), Tirupathi (8006), Vijayawada (8008), Visakhapatnam (8007), Vizianagaram (8012), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirappalli (8206), Tirunelveli (8207), Vellore (8208), Hyderabad (8601), Karimnagar (8604), Warangal (8603), Krishnagiri (8209), Srikakulam (8015), Eluru (8016)	**Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.**	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 (www.sscsr.gov.in)
9	Ahmedabad (7001), Vadodara (7002), Rajkot (7006), Surat (7007), Mehsana (7013), Amravati (7201), Kolhapur	**Western Region (WR)/ Dadra and Nagar Haveli, Daman and**	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101,

	(7203), Chhatrapati Sambhaji Nagar (7202), Mumbai (7204), Nagpur (7205), Nashik (7207), Pune (7208), Panaji (7801) and Jalgaon (7214)	**Diu, Goa, Gujarat and Maharashtra**	Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net)

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

12.3 The Commission will endeavour to accommodate the candidates in Centres opted by them. However, the Commission reserves the right to add additional Centre(s) to the list given at Para 12.1 or cancel any Centre from the list and ask the candidates of that Centre to appear from another Centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

13. Scheme of Examination:

13.1 The details of the Computer Based Examination are mentioned below:

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 of this Notice of examination
II	General Awareness	50	50	
III	English Language and Comprehension	100	100	

13.2 Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi.

13.3 There will be negative marking of 0.25 marks for each wrong answer in Computer Based Examination. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.4 Marks scored by the candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the procedure published by the Commission vide Notice dated 02-06-2025 and such normalized scores will be used to determine final merit and cut-off marks.

13.5 Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs.100/- per question which is non-refundable. Representations on the

matter received through any other modalities; i.e., letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized by the Experts before finalizing the Answer Keys and the decision of the Commission in this regard will be final. The Final Answer Keys will be used for processing the result of Computer Based Examination and the same will be uploaded on the website of the Commission after the declaration of result of Computer Based Examination.

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

14 Indicative Syllabus for Computer Based Mode Examination:

14.1 **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

14.2 **General Awareness**: Questions will be designed to test the ability of the candidates" general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

14.3 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

14.4 **English Language & Comprehension**: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc., his/ her writing ability would also be tested.

15 Skill Test in Stenography:

15.1 The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates

will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m.) for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer. The transcription time is as follows**:**

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe as per **Para 7.1, 7.2 and 7.3** above
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75

15.2 Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice *versa* after their appointment, failing which their probation may not be cleared by appointing departments / Organizations. Candidates have to work as English/Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.

15.3 The Skill Test will be held at the Commission's Regional Offices or at other Centre(s) as may be decided by the Commission.

15.4 Detailed instructions, if any, regarding Skill Test will be provided by the concerned Regional Offices of the Commission to the candidates called for the Skill Test.

15.5 Standard instructions regarding modality of evaluation of Skill Test is available at the "For Candidates" Section on the Commission's website.

16 **Admission to the Examination:**

16.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

16.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will only be accepted provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and

satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

16.3 Admission Certificates for computer based examination will be issued online on the websites of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission(i.e. https://ssc.gov.in) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (details at para 12.1).

16.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Commission about 10 days before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

16.5 Candidates must write Registration-ID, registered Email-ID and Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

16.6 Facility for downloading of Admission Certificates will be available about 2- 3 days before the examination on the website the Commission. Candidate must bring printout of the Admission Certificate to the Examination Hall.

16.7 Those candidates who have not authenticated themselves with Aadhaar have to report at the examination center 2 hours before the scheduled time. In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate failing which they will not be allowed entry, such as :

16.7.1 Aadhaar Card/ Printout of E-Aadhaar,

16.7.2 Voter's ID Card,

16.7.3 Driving License,

16.7.4 PAN Card,

16.7.5 Passport,

16.7.6 ID Card issued by School/ College.

16.7.7 Employer ID Card (Govt./ PSU/ Private),etc

16.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence.

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

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

16.9 PwBD/ PwD candidates availing the facility of scribes as per Para 7.1, 7.2 and 7.3 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

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

16.11 **Applications with blurred signature will be rejected**. **The application module has been designed to capture live photograph of the candidate filling up the application form**. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full frontal view. The specimens of acceptable / not acceptable photograph are given in **Annexure XIIIA**. Applications with photographs not in accordance with the instructions are liable to be rejected. **In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.** However, such rejections are not applicable for Aadhaar authenticated candidates.

17. Document Verification (DV):

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

17.2 Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/ Departments/ Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/ Department/ Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up by direct recruitment.

17.3 As per policy of the Commission, SSC does not maintain the waiting list/reserve list in respect of multi factor examinations conducted by it. However, it has been observed by the commission that after final results, some vacancies remain unfilled after document verification. Therefore, in an endeavour to fill all the notified vacancies to maximum, the

commission is contemplating to introduce a scheme for single round of post allotment sliding seeking to fill up unfilled vacancies reported after Document Verification through extended cut off. Implementation of this sliding scheme is subject to the approval of Government of India and if approved, complete modalities of its implementation will be notified by the commission on its website.

17.4 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at **Para 16.7** above while appearing for the Document Verification.

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

17.5.1 Matriculation/ Secondary/Equivalent Certificate.

17.5.2 Order/ letter in respect of equivalent Educational Qualifications, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification

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

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

17.5.5 **For Ex-Servicemen (ESM):**

17.5.5.1 Serving Defence Personnel Certificate as per **Annexure VI**, if applicable.

17.5.5.2 Undertaking as per **Annexure-VII**.

17.5.5.3 Discharge Certificate, if discharged from the Armed Forces,

17.5.6 Relevant Certificate if seeking any age relaxation.

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

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

17.5.8.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

17.5.8.2 In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's

passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

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

17.5.8.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

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

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

18. Post Preferences:

18.1 **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.**

18.2 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.

18.3 Posts in BRO have stringent requirements of physical and medical standards including Physical Efficiency Test (Details available at **Annexure-XV**). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently

considered for any other post/department. Candidates are therefore advised to go through thoroughly these requirements and submit their considered preference of posts.

18.4 Candidates are advised to give maximum number of preferences to improve their possibility of selection.

19. **Mode of Selection:**

19.1 Minimum qualifying marks in Computer Based Examination, are as follows:

(i) UR: 30%

(ii) OBC/EWS: 25%

(iii) All Other Categories: 20%

19.2 In the online application form, candidate will have to indicate the posts for which they are applying *i.e*. Stenographer Grade 'C' or Stenographer Grade 'D' or both.

19.3 Based on the marks scored in the Computer Based Examination, candidates will be shortlisted, category-wise, to appear in the Skill Test(s) for the post(s) they have applied for.

19.4 Skill Test is mandatory but qualifying in nature. The Commission will fix category-wise qualifying standards in the Skill Test for each post. The candidates who qualify the Skill Test will be considered for final selection on the basis of their merit in the Computer Based Examination.

19.5 Final selection and allocation of Ministries/Departments will be made on the basis of the performance of candidates in the Computer Based Examination and the preference of Post(s)/Department(s) exercised by them.

19.6 Once a candidate has been allotted first available preference, as per their merit, they will not be considered for any other option. Therefore, candidates must exercise preference of Posts/Departments very carefully. The option/preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Posts/Departments by candidates will not be entertained under any circumstances. If the candidate has not opted for a Post/Department, he/she shall not be considered for selection to such post irrespective of his/her merit position. Therefore candidates must exercise due diligence and be very careful while giving their post-preferences.

19.7 The Commission makes final allotment of posts 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 or any other requirement. 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/she fails to meet the medical/physical/educational, etc. standards of that post, his/her candidature will be rejected and he/she will not be considered for other preferences.

19.8 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 general/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 and PwBD candidates.

19.9 SC, ST, OBC, EWS, ESM and PwBD candidate who qualifies on the basis of relaxed standards; *viz*., age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

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

19.11 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.

19.12 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

19.13 Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, they would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

19.14 Candidates selected for appointment are liable to serve anywhere in India; *i.e*., the posts carry All India Service Liability (AISL).

19.15 Candidates on final selection may be allotted a State/UT/Zone by the concerned User Organization/Office. 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 concerned User Organization/Office.

19.16 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/she must represent to the concerned Regional Office 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.

19.17 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Organization/Office within a period of one year from the declaration of final result, he/she must communicate immediately thereafter with the concerned User Department / Organization.

20 **Resolution of Tie Cases:**

20.1 In cases where more than one candidate secure equal aggregate marks in the Computer Based Examination, tie will be resolved by applying following methods one after another until the tie is resolved:

20.1.1 Marks in Part-III (i.e. English Language and Comprehension).

20.1.2 Marks in Part-II (i.e. General Awareness).

20.1.3 Date of birth, with older candidate placed higher.

20.1.4 Alphabetical order in which names of the candidates appear.

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

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

S. No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries; i.e., Supervisor, Invigilator, SecurityGuard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidatesnot 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/her candidature by any irregular or improper means in connection with his/ hercandidature.	3 Years

7	Possession of Mobile Phone in either switched on or switched offmode.	3 Years
8	Appearing in the same examination more than once incontravention of the rules.	3 Years
9	A candidate who is also working on examination relatedmatters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof,etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper orbody 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 or Impersonator (as per SSC records) appearing as scribe for candidate.	7 Years
18	Taking snapshots, making videos of question papers orexamination 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 theExamination.	10 Years
21	Candidate acting as scribe in same examination or providing false declaration about scribe.	03-05 years
22	Candidate/Scribe acting as 'own scribe' in the same examination more than once.	03 Years
23	Candidate availing services of Scribe, who is debarred from Recruitment Process.	03 Years
24	During the exam, at any stage, if it is found that scribe is independently answering the questions or prompting answers in any direct/ indirect manner to candidate.	07 years
25	Candidate applying with same photograph with different personal details as Name, Mother/Father name, DOB etc. in different Recruitments or *vice a versa*.	01 – 05 years
26	Scribe appearing for more than one candidate in the same examination of SSC or candidate engaging such scribe.	05 - 07 years

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

21.2 The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the examination are liable to strict action, including cancellation of candidature and debarment from future examinations, as per the policy of the Commission.

22 **Commission's Decision Final**: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination Centres and preparation of merit list and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

23 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 of unsuccessful candidates in the said open Competitive Examination conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (UR/SC/ST/ OBC/EWS/PwD/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/her application form, of opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or have not exercised their option will be made available on the website of the Commission.

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

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

26 **Important Instructions to the Candidates:**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED 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)	THE CANDIDATE MUST WRITE HIS/HER NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE DATE OF BIRTH IS OBSERVED AT THE TIME OF ENTRY IN THE EXAMINATION VENUE, HE/SHE SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION. FURTHER, IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION OR ANY OTHER TIME, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	**CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.**
(d)	The Commission has implemented Aadhaar Based Biometric Authentication in current Examination. Accordingly, all candidates will have option to authenticate themselves using Aadhaar at the time of One Time Registration, while filling up online application form for the examination. The candidates who do not want to authenticate themselves through Aadhaar Based Authentication are required to upload the following documents for completion of their One Time Registration (OTR):- (i) Name Proof Document viz. Aadhaar Card, Voter ID Card, PAN Card, Driving License, Government ID Card, Government Service Identity Card, Pension Document (ii) Date of Birth Proof viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer, Aadhaar Card, (iii) Address Proof viz. Aadhaar Card, Voter ID Card, Driving License, A Bank Statement with an attested photograph of the applicant, Rent Agreement, Income Tax assessment Order (iv) Photo (v) Gender Proof viz. Aadhaar Card, Voter ID Card, Birth Certificate, School Leaving Certificate.
(e)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will 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 and the User Department/Commission's decision shall be final.
(f)	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.
(g)	Candidates with benchmark physical disabilities will be considered as Persons with Disabilities and entitled to age-relaxation/reservation for Persons with Disabilities.
(h)	One time Registration (OTR) of scribes: A person shall be allowed to act as a scribe only after completing his/her OTR and Aadhaar authentication. Various checks, including ensuring the qualification of scribe to be of a particular level, can be ensured through the OTR. A scribe shall not assist more than one candidate in the same examination. A candidate applying for an examination cannot act as scribe for another candidate in the same examination. If any declaration of scribe is found false at any stage, scribe as well as candidate will be debarred as per rules. Candidate must ensure that details of the scribe engaged by him/her is not appearing in the List of Debarred persons available on the website of the Commission. Therefore, candidate is advised to go through the List of Debarred persons available on the website of the Commission
(i)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records.
(j)	Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules.
(k)	The candidates must write their father's name and mother's name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes to the notice of the Commission.
(l)	Applications with inappropriate photographs or blurred/miniature signatures, not as per instructions, will be rejected summarily. However, the application of candidates who have opted for Aadhaar Based Authentication will not be rejected on this ground.
(m)	The candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with full frontal view. In case the photograph captured is not as per instructions, the candidates are advised to recapture the photograph. In no case should the candidate capture the photographs

	of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected. The appearance of a candidate in the examination should be as per the photograph in the application form. The specimens of acceptable / not acceptable photograph are given in **Annexure XIIIA.** For capturing his / her photograph, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions: 1. Find a place with good light and plain background. 2. Ensure the camera is at eye level before taking the photo. 3. Position yourself directly in front of the camera and look straight ahead. 4. Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle. 5. Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo. 6. Candidates are required to upload the scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with blurred/miniature Signature will be rejected summarily. **However, above rejections will not be applicable in case the candidate is Aadhaar authenticated.**
(n)	Request for change/ correction in any particulars in the Application Form, (after the expiry of the period of the 'window for application form correction' as provided by the Commission) once submitted, will not be entertained under any circumstances.
(o)	After the closing date for receipt of online applications, the Commission will provide a period of **2 days** (**01.07.2025 to 02.07.2025**) to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in 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-11.4** 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.
(p)	Before submission of the corrected/ final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form OR expiry of the period of '**Window for Application Form Correction'**, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
(q)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e- mail/ SMSs. Request to change Mobile No. & Email id shall not be entertained at a later stage. Though the efforts of sending information to candidates are made by the Commission but Commission is not bound to intimate

	candidates individually about various process of recruitments through SMS/Emails/Posts etc. Therefore, candidates are advised to regularly visit the website of the Commission/Regional Offices for updates on recruitment process. Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination: (i) Help Desk (SSC-HQ) 1800 309 3063 (Toll Free) (ii) SSC (CR), Allahabad 0532-2406000, 9452424060 (iii) SSC (ER), Kolkata 09477461228, 033 22902230, 9477461229 (iv) SSC (KKR), Bengaluru 080 25502520 (v) SSC (MPR), Raipur 0771 2960440 (vi) SSC (NER), Guwahati 9435052556, 9531456804 (vii) SSC (NR), New Delhi 011-24363343 (viii) SSC (NWR), Chandigarh 0172 2744366 (ix) SSC (SR), Chennai 09445195946, 044 28251139 (x) SSC (WR), Mumbai +91 7738422705 / 9869730700
(r)	The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority. Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is captured live during the filling up of the application form, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph in the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in application form. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected. However, the aforesaid requirements will not be applicable for the candidates who have undergone Aadhaar Based Authentication
(s)	Those candidates who have not authenticated themselves with Aadhaar have to report at the examination centre 2 hours before the scheduled time. In addition to the Admission Certificate, it is mandatory to carry to the examination hall at least two passport size recent colour photographs, Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate, such as: (i) Aadhaar Card/ Printout of E-Aadhaar, (ii) Driving License, (iii) Pan Card (iv) Passport (v) ID Card issued by University/ College/ School, (vi) Employer ID Card (Govt./ PSU), (vii) Ex-Serviceman Discharge Book issued by Ministry of Defence, (viii) Any other photo bearing ID Card issued by the Central/ State Government. If Photo Identity Card does not have the date of birth printed on it then the

	candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD/PwBD candidates availing the facility of scribes as per Para 7.1, 7.2 and 7.3 above shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof/Scribe Pass, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
(t)	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.
(u)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(v)	No admission certificates for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the website of Commission.
(w)	After successful submission of online Application Form, candidates must take a print out of the online Application Form for their own record.
(x)	If a candidate is finally selected and does not receive any correspondence from the concerned User Department within a period of 3 months after declaration of result, he/ she must communicate immediately with the concerned User Department.
(y)	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark disability (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
(z)	All the candidates called for Document Verification will be required to appear for Document Verification in the office of User Department to which the Post-category belongs.
(aa)	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.
(ab)	The Commission reserves the right to use candidate exam data for analysis and if during the analysis any suspicious activity is found, his/her candidature is liable to be rejected.

27. Canvassing:

Canvassing in any form will disqualify the applicant.

28. Good Mental and Bodily Health of the Candidate:

A candidate must be in good mental and bodily health and free from any physical defect

likely to interfere with the efficient discharge of his/ her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Note: In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

Under Secretary to the Govt. of India
Staff Selection Commission (Headquarters)
Dated: 06.06.2025

ANNEXURE-IA

CERTIFICATE OF PHYSICAL LIMITATION OF 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 (eg. For Visual Impairment – Ophthalmologist, and For Locomotor disability - Orthopedics Specialist/PMR).

Annexure-IB

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 _____of _____(name of the State / UT). My educational qualification is _____.

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

3. I do, hereby, undertake that his/ her educational 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:

Annexure-IIA

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_____(Village/ PO/ PS/ District/ State), aged ____ years is 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 and 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 examination conducted by the recruitment agencies as well as academic institutions and is valid up to _____(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)
Orthopedic / 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 _____the Chairperson				

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Annexure-IIB

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 examination centre) in the District _____, _____(name of the State). My educational qualification is _____.

2. I do hereby state that Mr./Ms./Mrs. _____(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/her 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:

Annexure-III

PROCEDURE FOR FILLING ONLINE APPLICATION

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

(A) One-Time Registration (OTR).

(B) Filling online Application for the Examination.

Part-A (One-Time Registration):

1. Please **read the instructions** given in the Notice of Examination carefully before filling up the online 'One-time Registration Form' and "Application Form".

2. **Aadhaar Based Authentication has been implemented for current Examination. All candidates have option to authenticate themselves using Aadhaar Number at the time of One Time Registration (OTR), while filling up the online application form for examination. Candidates who do not want to authenticate themselves through Aadhaar Based system are required to upload the prescribed documents for completing their One Time Registration (OTR)**

3. Before proceeding the 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 Card Number. If Aadhaar Number is **not** available, please give any one of the following Identity numbers. (You will be required to provide the original document at a later stage):

      (i) Voter Identity Card

      (ii) PAN

      (iii) Passport

      (iv) Driving License

      (v) School / College Identity Card

      (vi) Employer Identity Card (Government/ PSU/Private)

   (d) Information about the Examination Board, Roll Number and Year of Passing the Matriculation (10th) Examination.

   (e) Disability Certificate Number, if you are a Person with Benchmark Disability.

4. For One-time Registration (OTR), click on "Login or Register" button provided on https://ssc.gov.in.

5. One-time Registration process requires filling up of following information:

   (a) Personal Details

   (b) Password Creation

   (c) Additional Details

   (d) Declaration

6. For filling up 'One-time Registration Form', please follow the following steps:

(a) Few critical detail/fields (eg. Aadhaar Number, Name, Father's name, Mother's name, Date of birth, etc.) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between the original and the verify data fields, an indication will be given/displayed in red text.

(b) **Sl. No. 1; provide the information** about **Aadhaar Number**. If you don't have Aadhaar Number you are required to upload the following documents:-

(i) For **Proof of Name** viz. Aadhaar Card, Voter ID Card, PAN Card, Driving License, Govt. Identity Card, Govt. Service Identity Card, Pension document

(ii) For **Proof of Date of Birth** viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer, Aadhaar Card,

(iii) For **Proof of Address** viz. Aadhaar Card, Voter Identity Card, Driving License, Bank Statement with attested photograph of the applicant, Rent Agreement, Income Tax Assessment Order.

(iv) **Photograph.**

(v) For **Proof of Gender** viz. Aadhaar Card, Voter ID Card, Birth Certificate, School Leaving Certificate**.**

(c) **Sl. No. 2**:- Fill **your** name **exactly** as given in the Matriculation (10th Class) Certificate.

(d) **Sl. No. 3** :- In case, any changes in your name have made after matriculation (10th Class), indicate the same at **Sl. No. 3a and 3b**.

(e) **Sl. No. 4** :- Indicate your Gender (Male/Female/Transgender).

(f) **Sl. No. 5** :- Fill your Date of Birth (DoB) **exactly** as given in Matriculation (10th Class) Certificate.

(g) **Sl. No. 6** :- Fill your Father's name **exactly** as given in the Matriculation (10th Class) Certificate.

(h) **Sl. No. 7** :- Fill your Mother's name **exactly** as given in the Matriculation (10th Class) Certificate.

(i) **Sl. No. 8** to **Sl. No. 10** :- Details of Matriculation (10th Class) Examination which includes:

(i) Name of Education Board
(ii) Roll Number
(iii) Year of passing

(j) **Sl. No. 11** :- Level of Educational Qualification (Highest).

(k) **Sl. No. 12** :- Your Mobile Number. This must be a **functional mobile number** as it will be verified through "One Time Password" (OTP). It may be noted that any information which the 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/ Registration Number, if required.

(l) **Sl. No. 13**:- Your e-Mail ID. This must be a working e-Mail 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 the e-Mail ID only. Your e-Mail ID will also be used for retrieval of Password/ Registration Number, if required.

(m) When the Basic Details provided at Sl. No. 01 to 13 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.

(n) You have to complete the Registration Process **within 14 days** failing which your Registration Details saved so far will be deleted.

(i) Login using your Registration Number as **username** and the auto-generated **password** provided to you on your mobile and email.

Password Creation

(o) Change your password, when prompted on first login.

(p) After successful password change, you need to login again using your Registration Number and changed password.

(q) On successful login, information about the "Basic Details"so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on "Next" button at the bottom to complete your One-time Registration.

Additional Details

(r) Sl. No. 1: Provide information about your Category.

(s) Sl. No. 2: Provide information about your Nationality

(t) Sl. No. 3: Provide Contact Details if other than Indian National

(u) Sl. No. 4: Provide information about visible Identification Mark. You may be required to show the Identification Mark at various stages of examination.

(v) Sl. No. 5: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for govt. jobs, then provide Disability Certification Number.

(w) Sl. No. 6 - 7: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.

(x) Save the information provided. Take the print of draft Preview and review the information provided thoroughly, before "Final Submit".

(y) Upon clicking the "Final Submit" button, two 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.

(aa) Read the "Declaration" carefully and if you agree with the declaration, click "I Agree".

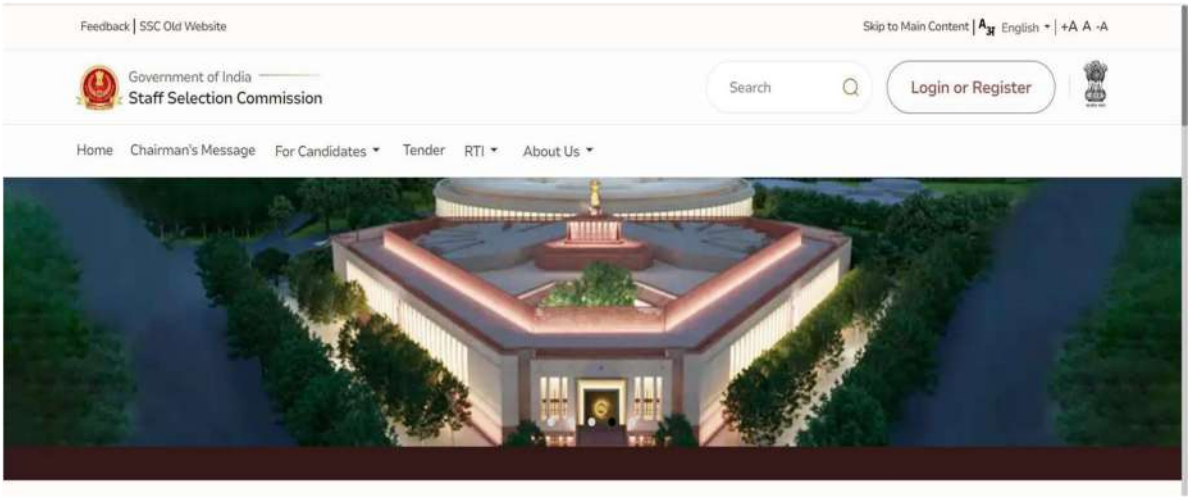
(bb) After submission of Basic Information, if the registration process is not completed **within 14 days,** your data will be deleted from the system.

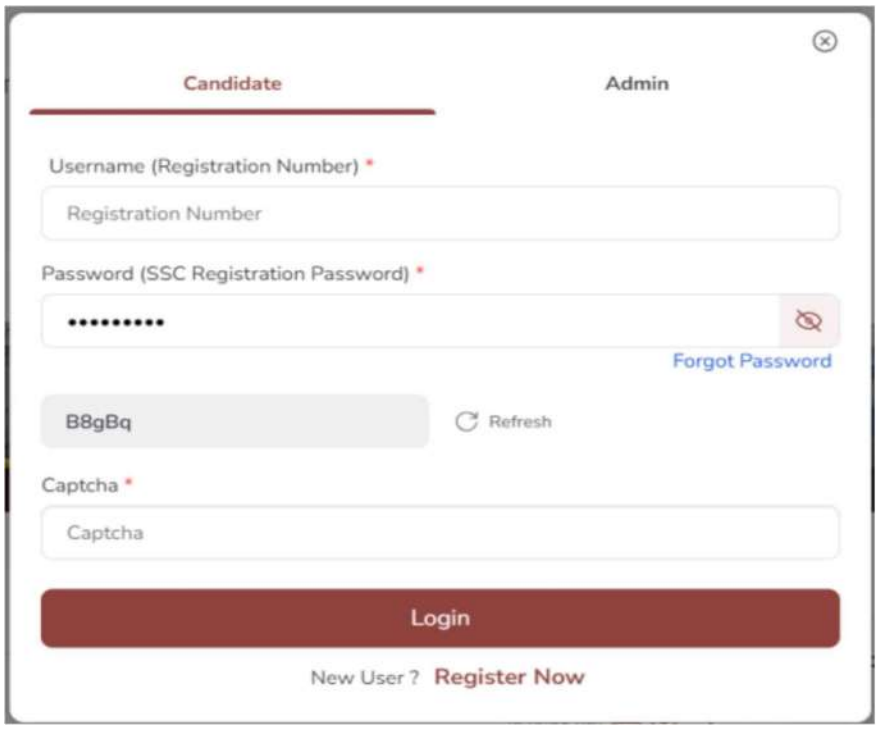
7. You **cannot** edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. **Wrong/incorrect** information may lead to cancellation of your candidature.

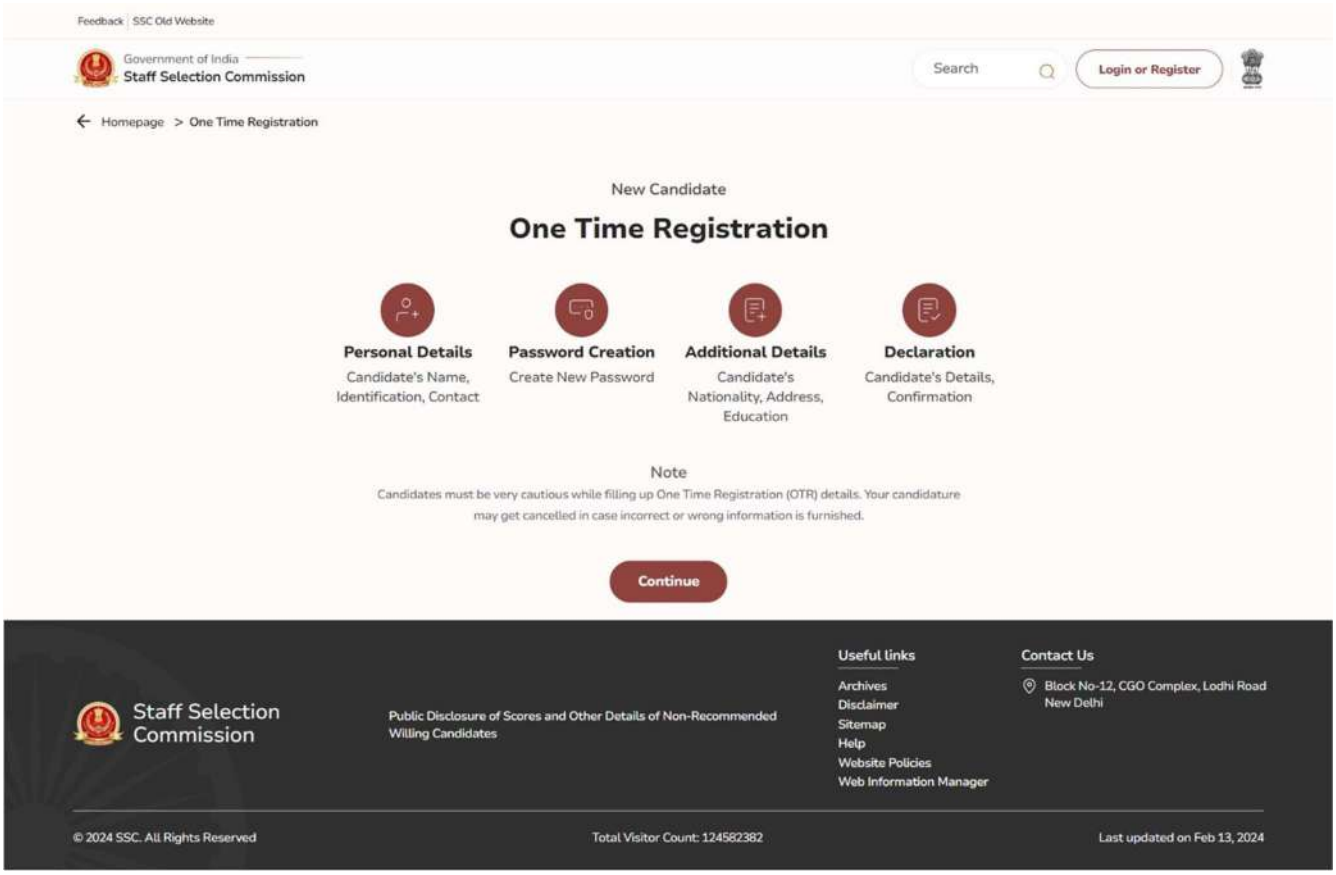
8. **You are again advised that your Name, Father's name, Mother's name, Date of Birth (DoB), Matriculation Examination detail should be filled exactly as recorded in the Matriculation (10th class) certificate. Your candidature may get cancelled in case of incorrect/ wrong information.**

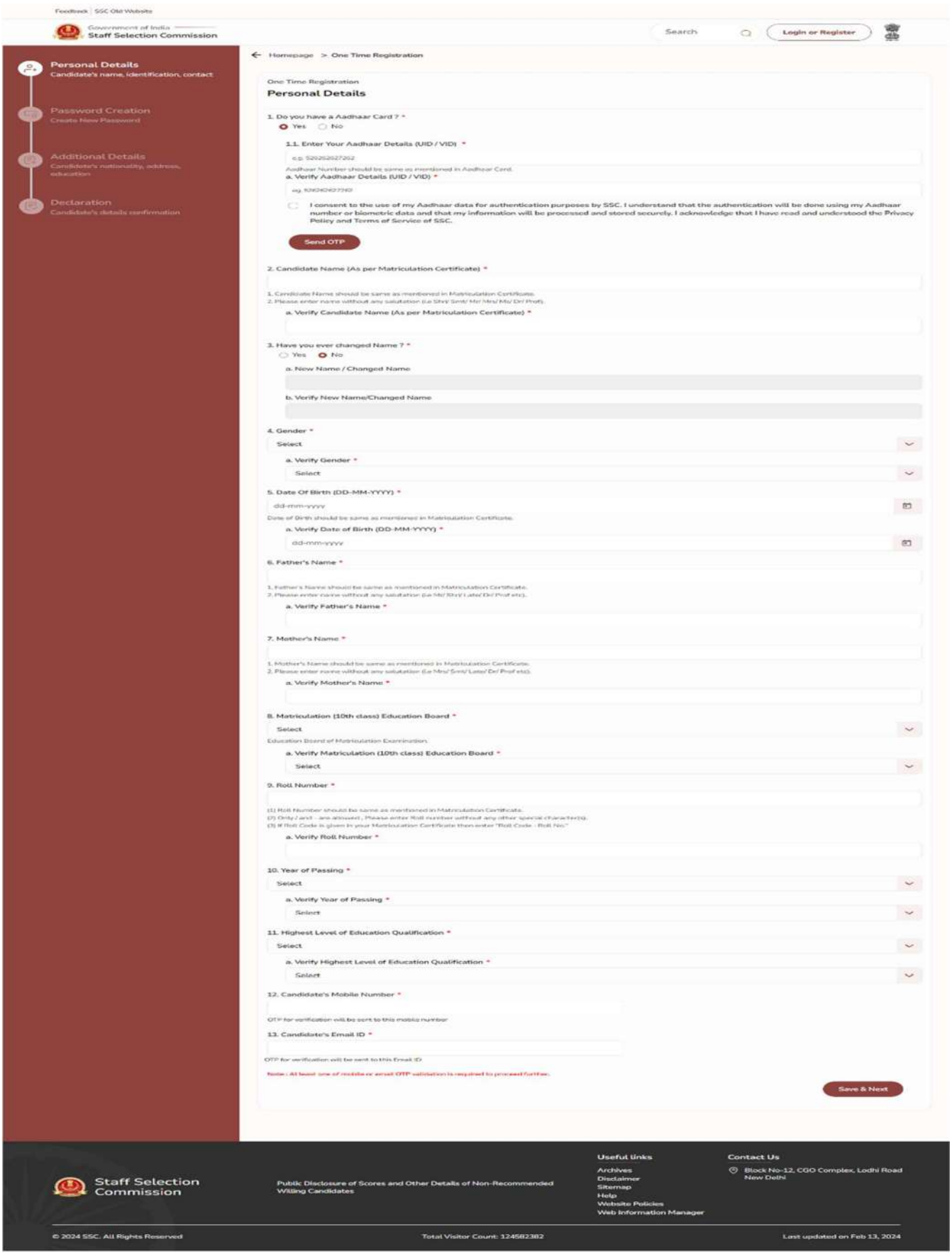
ANNEXURE III-A

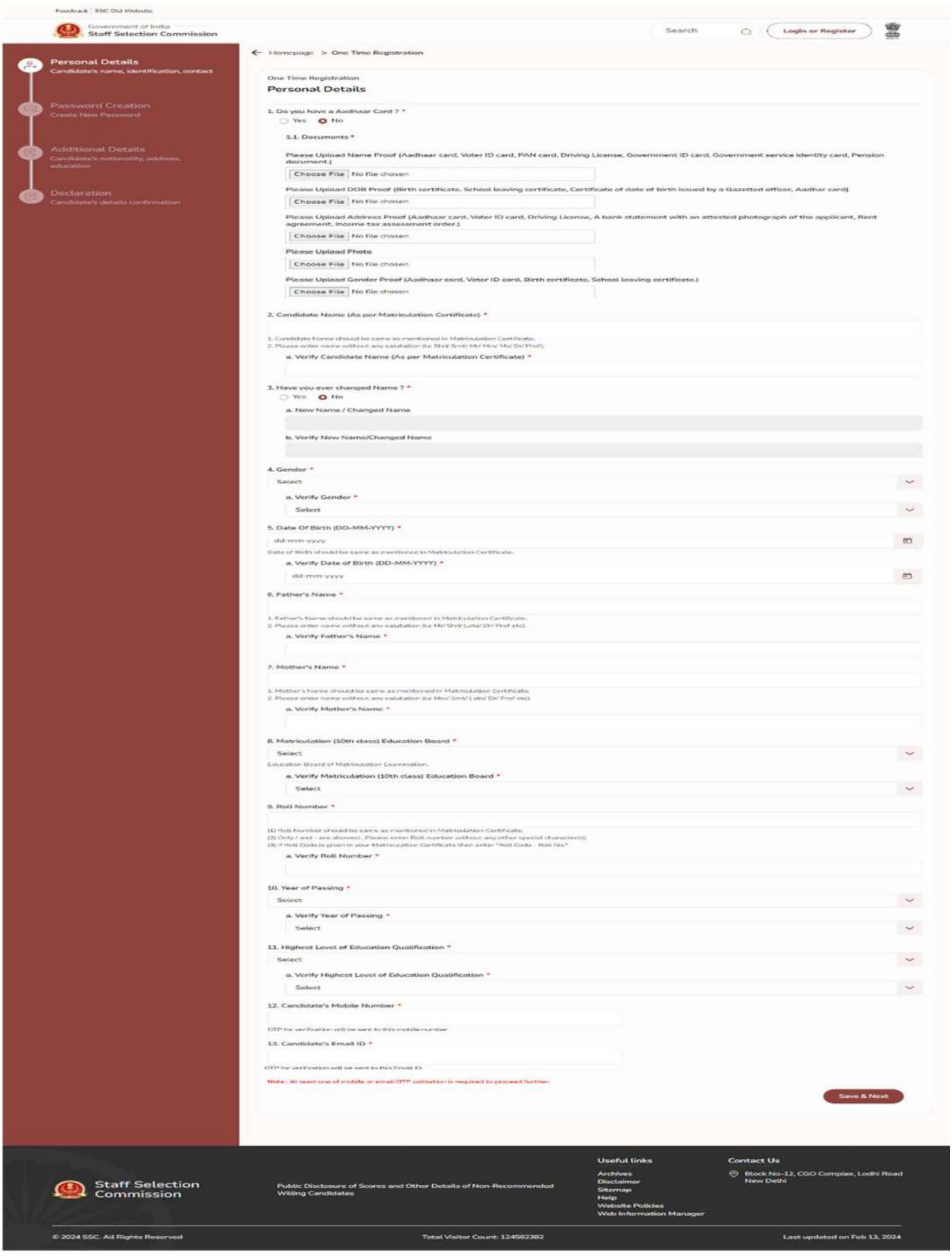
ONE TIME REGISTRATION SPECIMEN –Stenographer Grade 'C' & 'D' Examination (WEB)

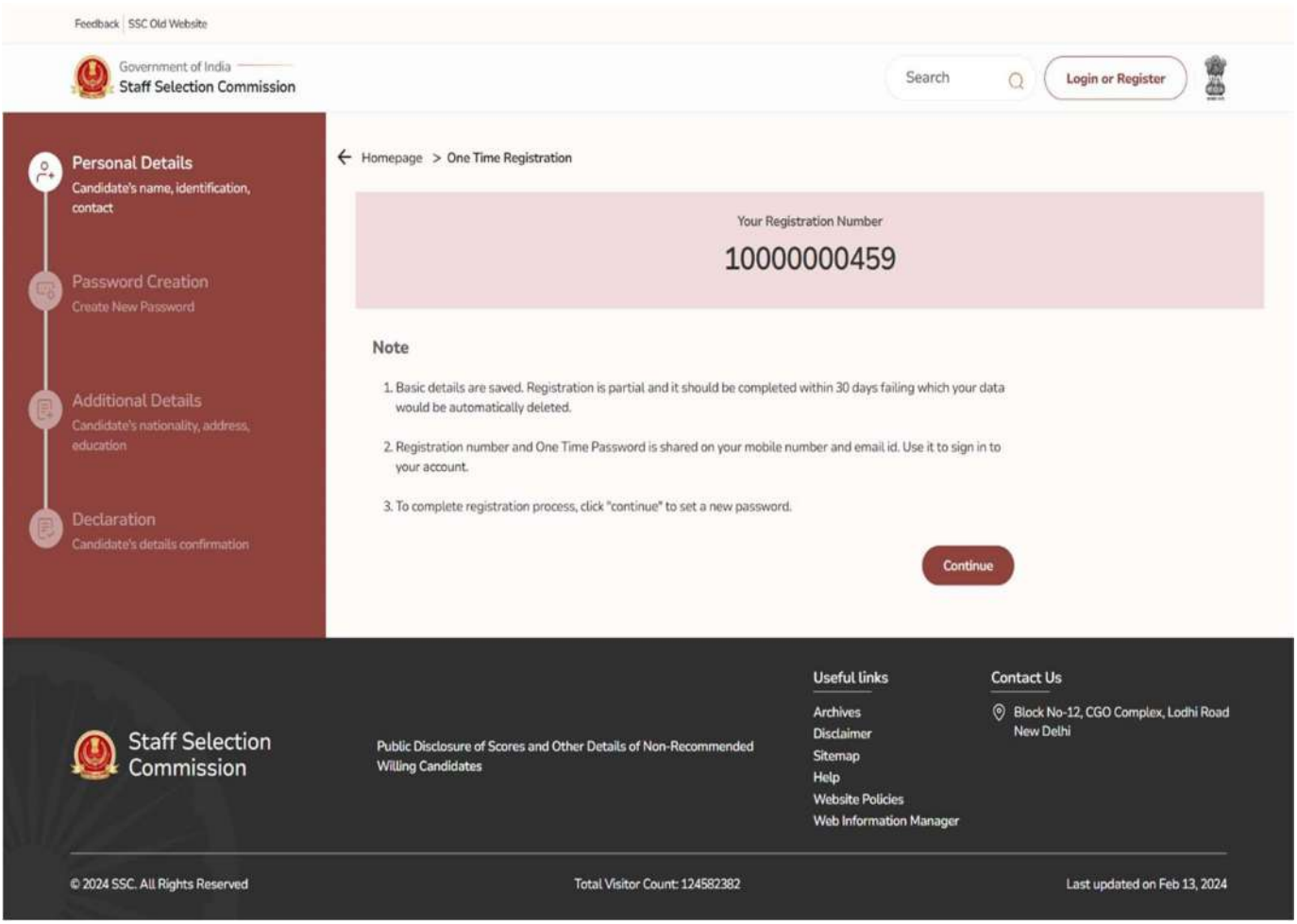


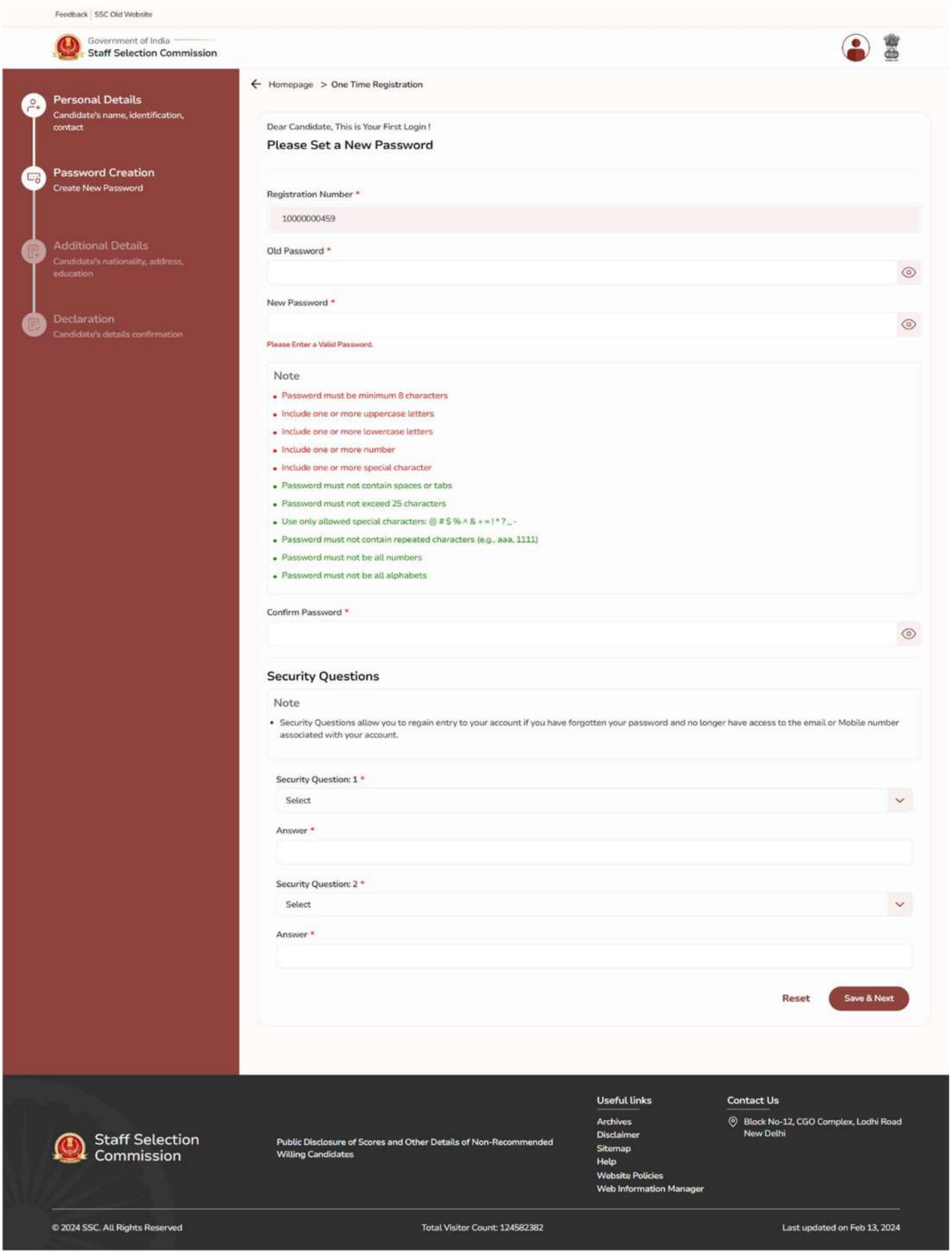


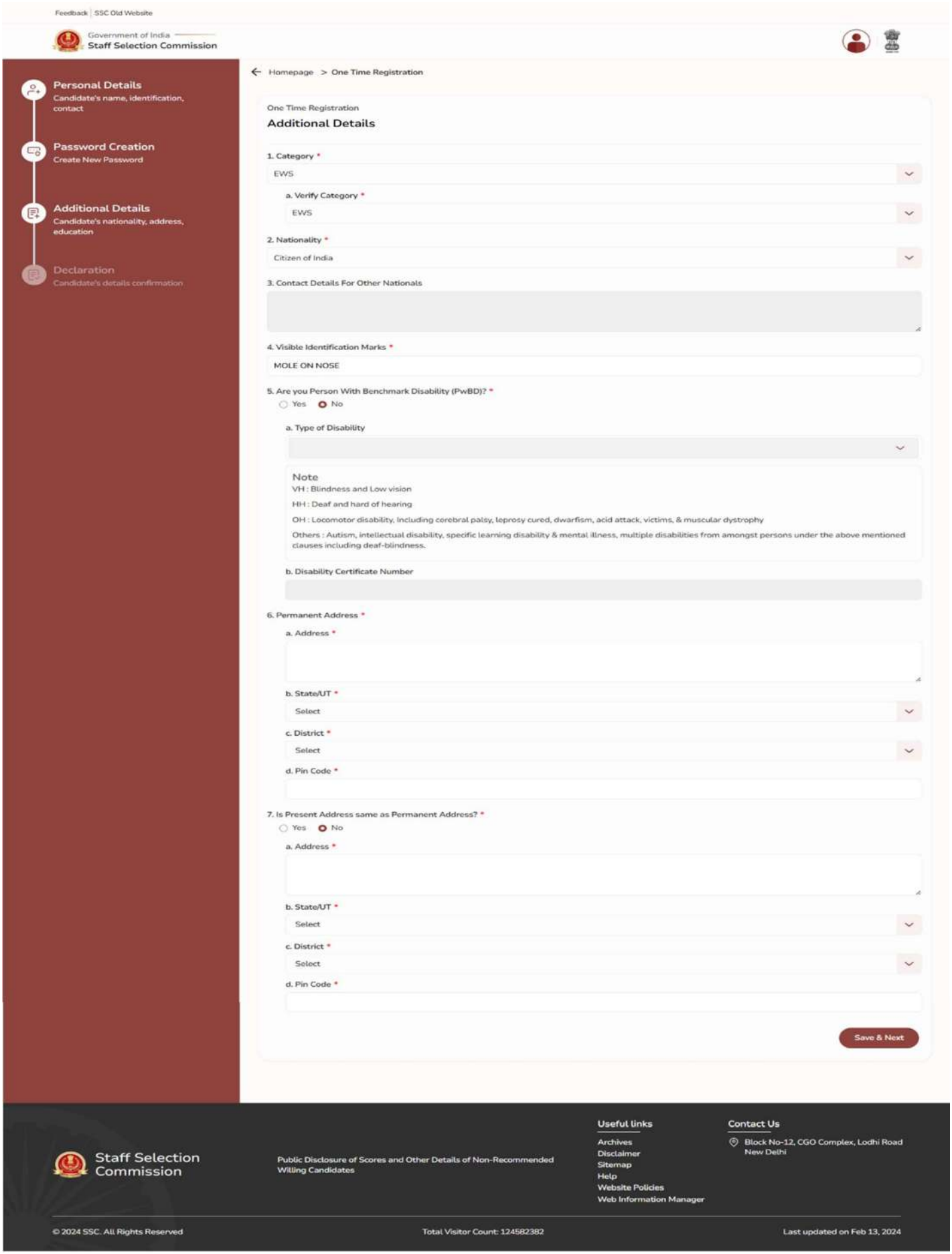

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Search
Login or Register
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New Candidate
One Time Registration
Personal Details
Candidate's Name, Identification, Contact
Password Creation
Create New Password
Additional Details
Candidate's Nationality, Address, Education
Declaration
Candidate's Details, Confirmation
Note
Candidates must be very cautious while filling up One Time Registration (OTR) details. Your candidature may get cancelled in case incorrect or wrong information is furnished.
Continue
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Public Disclosure of Scores and Other Details of Non-Recommended Willing Candidates
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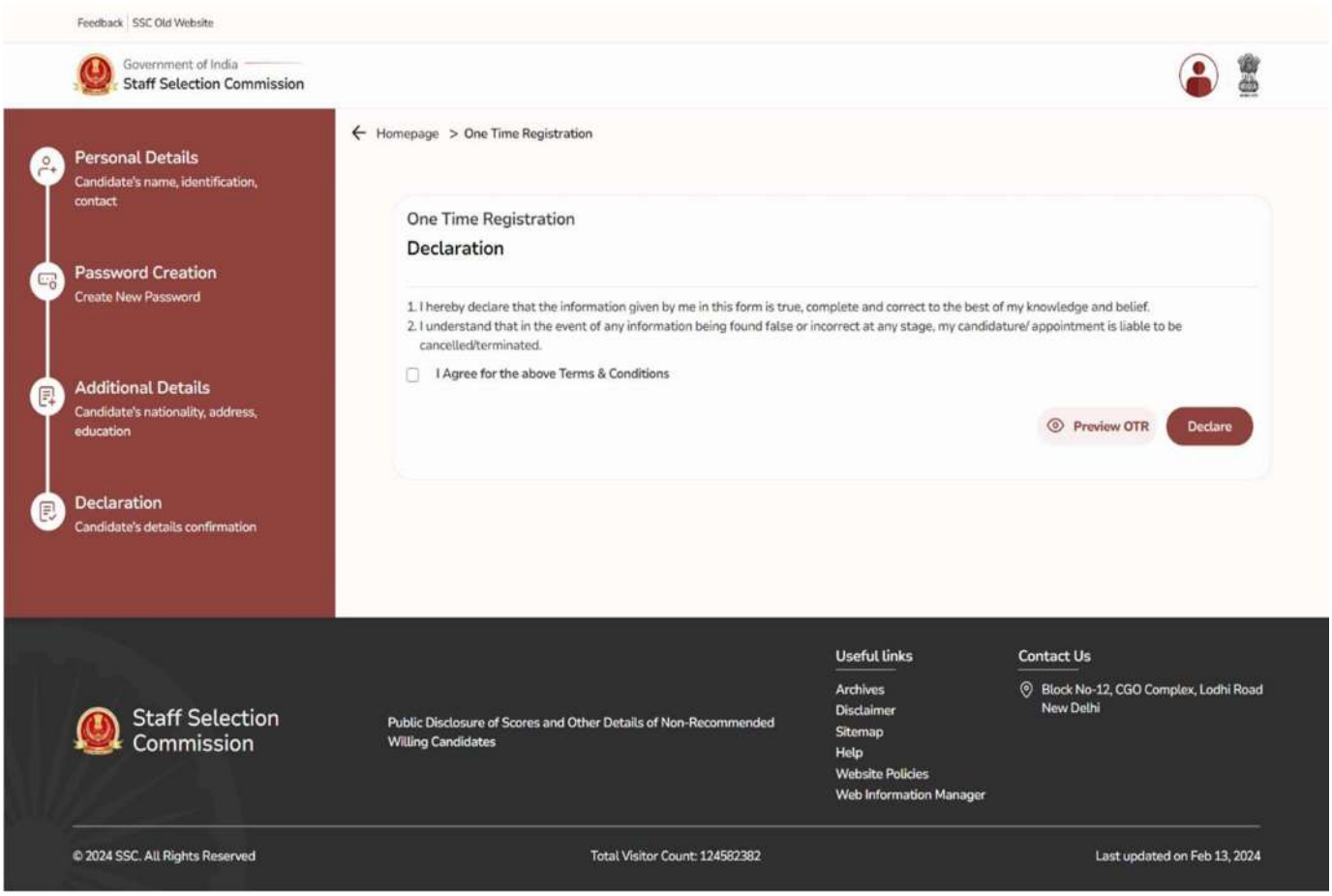

Feedback | SSC Old Website
Government of India
Staff Selection Commission
Search
Login or Register
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
One Time Registration
Personal Details
1. Do you have a Aadhaar Card ? *
Yes
No
1.1. Enter Your Aadhaar Details (UID / VID) *
a. Verify Aadhaar Details (UID / VID) *
I consent to the use of my Aadhaar data for authentication purposes by SSC. I understand that the authentication will be done using my Aadhaar number or biometric data and that my information will be processed and stored securely. I acknowledge that I have read and understood the Privacy Policy and Terms of Service of SSC.
Send OTP
2. Candidate Name (As per Matriculation Certificate) *
a. Verify Candidate Name (As per Matriculation Certificate) *
3. Have you ever changed Name ? *
Yes
No
a. New Name / Changed Name
b. Verify New Name/Changed Name
4. Gender *
Select
a. Verify Gender *
Select
5. Date Of Birth (DD-MM-YYYY) *
dd-mm-yyyy
a. Verify Date of Birth (DD-MM-YYYY) *
dd-mm-yyyy
6. Father's Name *
a. Verify Father's Name *
7. Mother's Name *
a. Verify Mother's Name *
8. Matriculation (10th class) Education Board *
Select
a. Verify Matriculation (10th class) Education Board *
Select
9. Roll Number *
a. Verify Roll Number *
10. Year of Passing *
Select
a. Verify Year of Passing *
Select
11. Highest Level of Education Qualification *
Select
a. Verify Highest Level of Education Qualification *
Select
12. Candidate's Mobile Number *
13. Candidate's Email ID *
Save & Next
Staff Selection Commission
Public Disclosure of Scores and Other Details of Non-Recommended Willing Candidates
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Search
Login or Register
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
One Time Registration
Personal Details
1. Do you have a Aadhaar Card ? *
Yes
No
1.1. Documents *
Please Upload Name Proof (Aadhaar card, Voter ID card, PAN card, Driving License, Government ID card, Government service identity card, Pension document.)
Choose File No file chosen
Please Upload DOB Proof (Birth certificate, School leaving certificate, Certificate of date of birth issued by a Gazetted officer, Aadhar card)
Choose File No file chosen
Please Upload Address Proof (Aadhaar card, Voter ID card, Driving License, A bank statement with an attested photograph of the applicant, Rent agreement, Income tax assessment order.)
Choose File No file chosen
Please Upload Photo
Choose File No file chosen
Please Upload Gender Proof (Aadhaar card, Voter ID card, Birth certificate, School leaving certificate.)
Choose File No file chosen
2. Candidate Name (As per Matriculation Certificate) *
a. Verify Candidate Name (As per Matriculation Certificate) *
3. Have you ever changed Name ? *
Yes
No
a. New Name / Changed Name
b. Verify New Name/Changed Name
4. Gender *
Select
a. Verify Gender *
Select
5. Date Of Birth (DD-MM-YYYY) *
dd-mm-yyyy
a. Verify Date of Birth (DD-MM-YYYY) *
dd-mm-yyyy
6. Father's Name *
a. Verify Father's Name *
7. Mother's Name *
a. Verify Mother's Name *
8. Matriculation (10th class) Education Board *
Select
a. Verify Matriculation (10th class) Education Board *
Select
9. Roll Number *
a. Verify Roll Number *
10. Year of Passing *
Select
a. Verify Year of Passing *
Select
11. Highest Level of Education Qualification *
Select
a. Verify Highest Level of Education Qualification *
Select
12. Candidate's Mobile Number *
13. Candidate's Email ID *
Save & Next
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Search
Login or Register
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
Your Registration Number
10000000459
Note
1. Basic details are saved. Registration is partial and it should be completed within 30 days failing which your data would be automatically deleted.
2. Registration number and One Time Password is shared on your mobile number and email id. Use it to sign in to your account.
3. To complete registration process, click "continue" to set a new password.
Continue
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Government of India
Staff Selection Commission
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
Dear Candidate, This is Your First Login !
Please Set a New Password
Registration Number *
10000000459
Old Password *
New Password *
Please Enter a Valid Password.
Note
Password must be minimum 8 characters
Include one or more uppercase letters
Include one or more lowercase letters
Include one or more number
Include one or more special character
Password must not contain spaces or tabs
Password must not exceed 25 characters
Use only allowed special characters: @ # $ % ^ & + = ! * ? _ -
Password must not contain repeated characters (e.g., aaa, 1111)
Password must not be all numbers
Password must not be all alphabets
Confirm Password *
Security Questions
Note
Security Questions allow you to regain entry to your account if you have forgotten your password and no longer have access to the email or Mobile number associated with your account.
Security Question: 1 *
Select
Answer *
Security Question: 2 *
Select
Answer *
Reset
Save & Next
Staff Selection Commission
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Government of India
Staff Selection Commission
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
One Time Registration
Additional Details
1. Category *
EWS
a. Verify Category *
EWS
2. Nationality *
Citizen of India
3. Contact Details For Other Nationals
4. Visible Identification Marks *
MOLE ON NOSE
5. Are you Person With Benchmark Disability (PwBD)? *
Yes
No
a. Type of Disability
Note
VH : Blindness and Low vision
HH : Deaf and hard of hearing
OH : Locomotor disability, including cerebral palsy, leprosy cured, dwarfism, acid attack, victims, & muscular dystrophy
Others : Autism, intellectual disability, specific learning disability & mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.
b. Disability Certificate Number
6. Permanent Address *
a. Address *
b. State/UT *
Select
c. District *
Select
d. Pin Code *
7. Is Present Address same as Permanent Address? *
Yes
No
a. Address *
b. State/UT *
Select
c. District *
Select
d. Pin Code *
Save & Next
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Government of India
Staff Selection Commission
Personal Details
Candidate's name, identification, contact
Password Creation
Create New Password
Additional Details
Candidate's nationality, address, education
Declaration
Candidate's details confirmation
Homepage > One Time Registration
One Time Registration
Declaration
1. I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief.
2. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/terminated.
I Agree for the above Terms & Conditions
Preview OTR
Declare
Staff Selection Commission
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ANNEXURE-IV

Part-II (Online Application Form)

Aadhaar authentication

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

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

   i. Find a place with good light and plain background.

   ii. Ensure the camera is at eye level before taking the photo.

   iii. Position yourself directly in front of the camera and look straight ahead.

   iv. Ensure that his/her face is fully inside the prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the area delineated by the camera.

   v. Candidates not to wear a cap, mask or glasses/spectacles while capturing the photo.

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

   a. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height).

   b. Applications with illegible/ blurred/miniature signature will be rejected. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc.

2. Login to online system through your **"Registration Number"** and **"Password".**

3. Click **"Apply"** link in "Stenographer Grade 'C' & 'D' Examination-2025 Section under "Live Exam" tab.

4. **S No- 1 to 18**: Information in these columns will be automatically filled from your One-time Registration Data which is non-editable. No correction is allowed in One-time Registration data.

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

6. S No- 20 to 20.7: Fill up details of Educational Qualifications

7. S No-21 to 21.5: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen and therefore they should select 'No'.

8. S No-22 to 22.1: If you are seeking age relaxation, select appropriate age-relaxation

category.

9. S.No.23:- Please clarify do you want to make your personal information available for accessing job opportunity in terms of DoPT OM dated 21.06.2016

10. S No-24: Give your preference for Examination Centers. You may choose examination Centers anywhere in the Country. Choice for all the three Centers must be given in the order of preference(please refer para 12 of the Notice).

11. S No-25.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Others candidates as per S No 9.1. Candidates opting "Yes" against S.No 26.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination.

12. S No-25.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy(CP). This option will be available only to PwBD-OH and PwBD-Other candidates. Candidates opting "Yes" against S. No 26.2 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the requisite certificate at the time of filling of Application Form and also produce the same, in original, at the time of examination.

13. S No-25.3: Indicate if you have physical limitation to write as per Para 6.2 or 6.3 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 or have opted "Yes" against S No 26.1 or S No 26.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting "Yes" against S. No 26.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at **Annexure-IA** of the Notice of Examination, at the time of Examination. Non-PwBD Candidates (i.e. PwD below 40% disability) opting "Yes" against S No 26.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at **Annexure IB** to the Notice of Examination at the time of filling of Application Form and also produce the same, in original, at the time of examination.

14. S No-25.4: 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 25.1 or 25.2 or 25.3.

15. S No-25.5: Please clarify whether you choose own scribe.

16. Sr. No. 25.06: If scribe it to be arranged by SSC, Please clarify.

17. Sr. No.: 26 : Do you possess knowledge of Stenography, clarify.

18. Select relevant option related to Diploma or Certificate course in translation as per para 7.1 or/and 7.2 of Notice of Examination.

19. S No-27: Choose medium of Skill Test.

20. S. No.28: Choose posts for which you are applying.

21. Upload your live Photographs.

22. Upload your **scanned signature.** Applications with blurred signature will be rejected. In case PwD(VH) candidates are uploading thumb impression, it may be ensured that clear thumb impression is uploaded.

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

24. Complete your declaration by clicking on "I agree" check box and fill up the Captcha Code displayed.

25. On verification of correctness of details/data in your application as visible in Preview, proceed by clicking on "Submit" the Application.

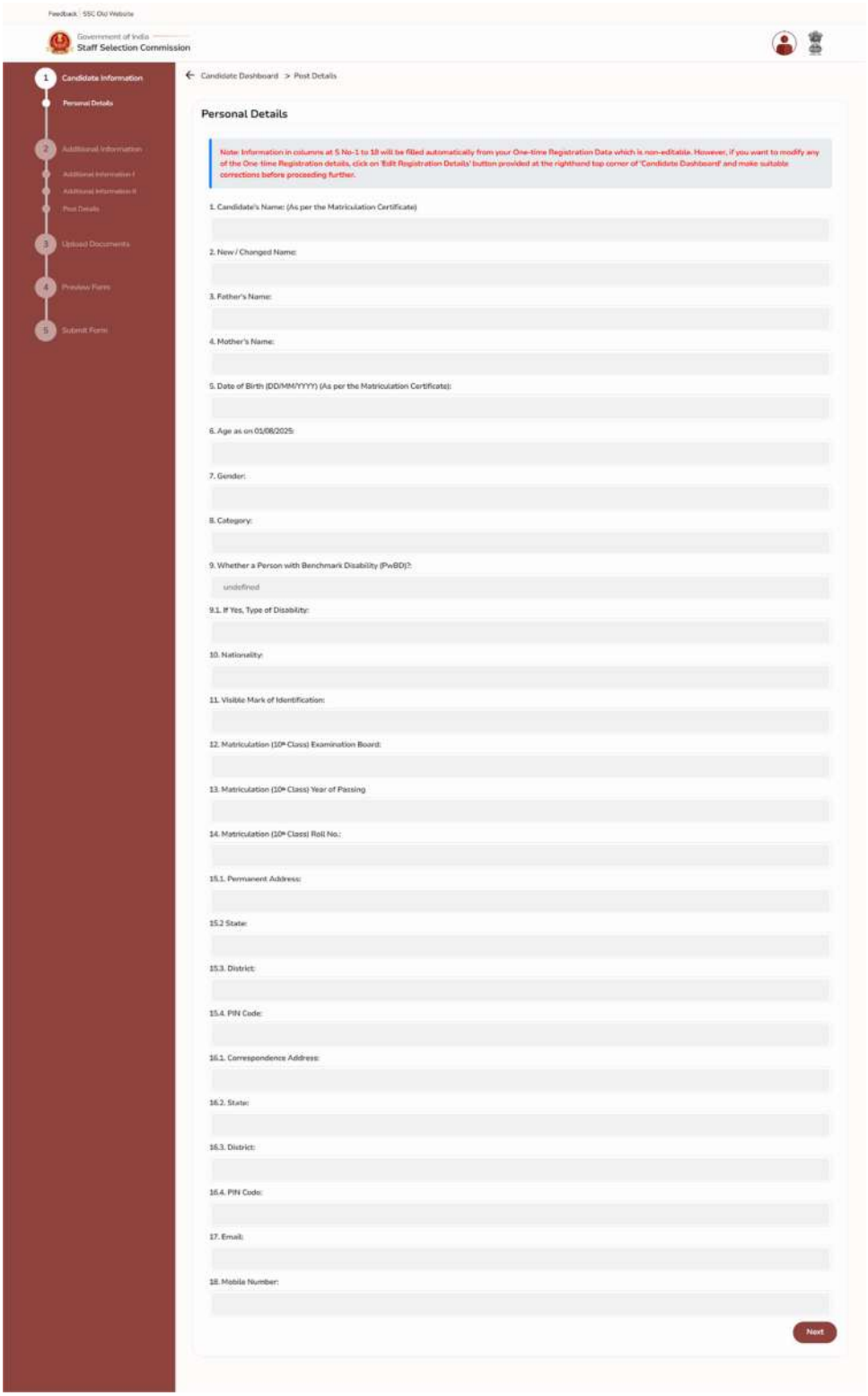
26. Proceed to make fee payment if you are not exempted from payment of fee.

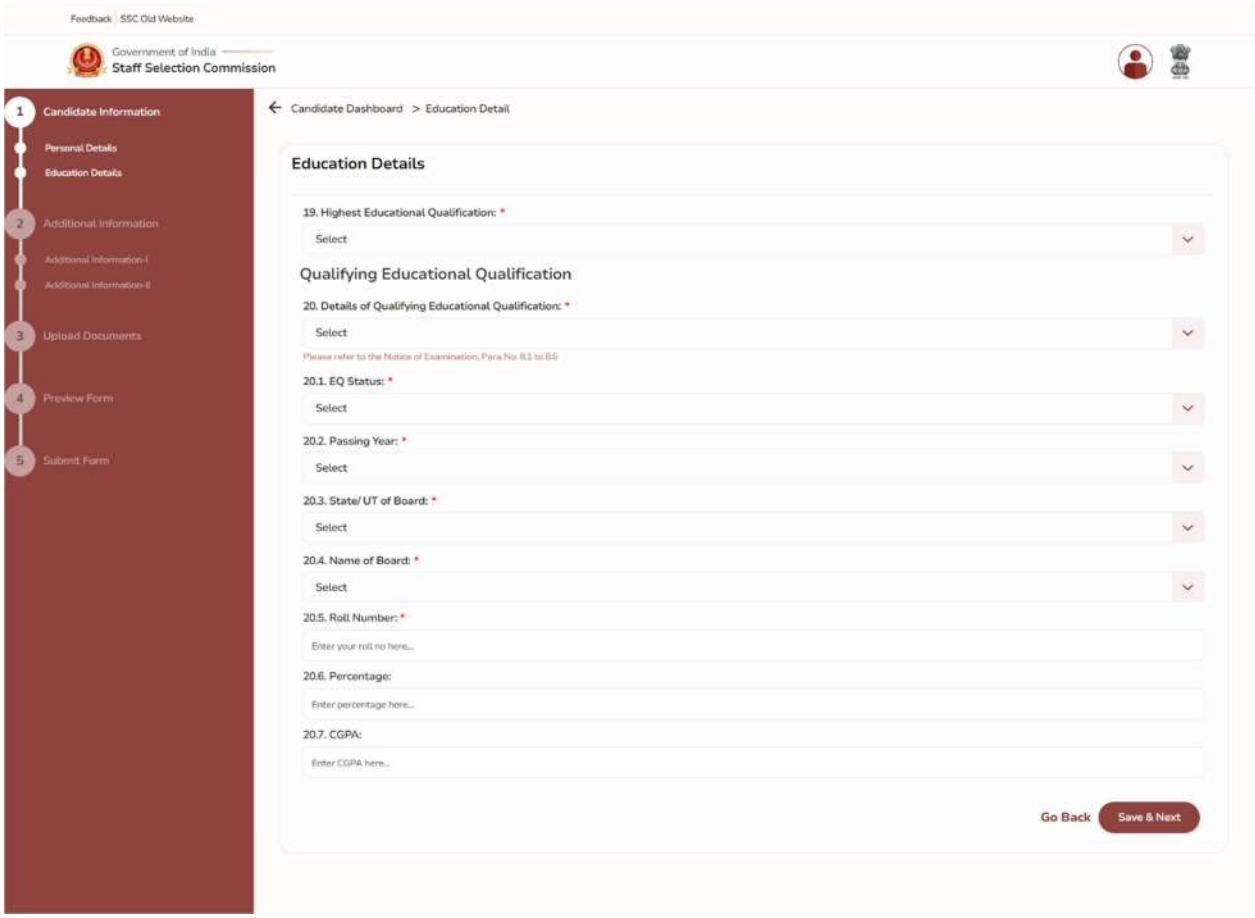
27. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Master card, Maestro, RuPay Credit or Debit cards.

28. Refer Para-10 of the Notice of Examination for further information on the payment of fee.

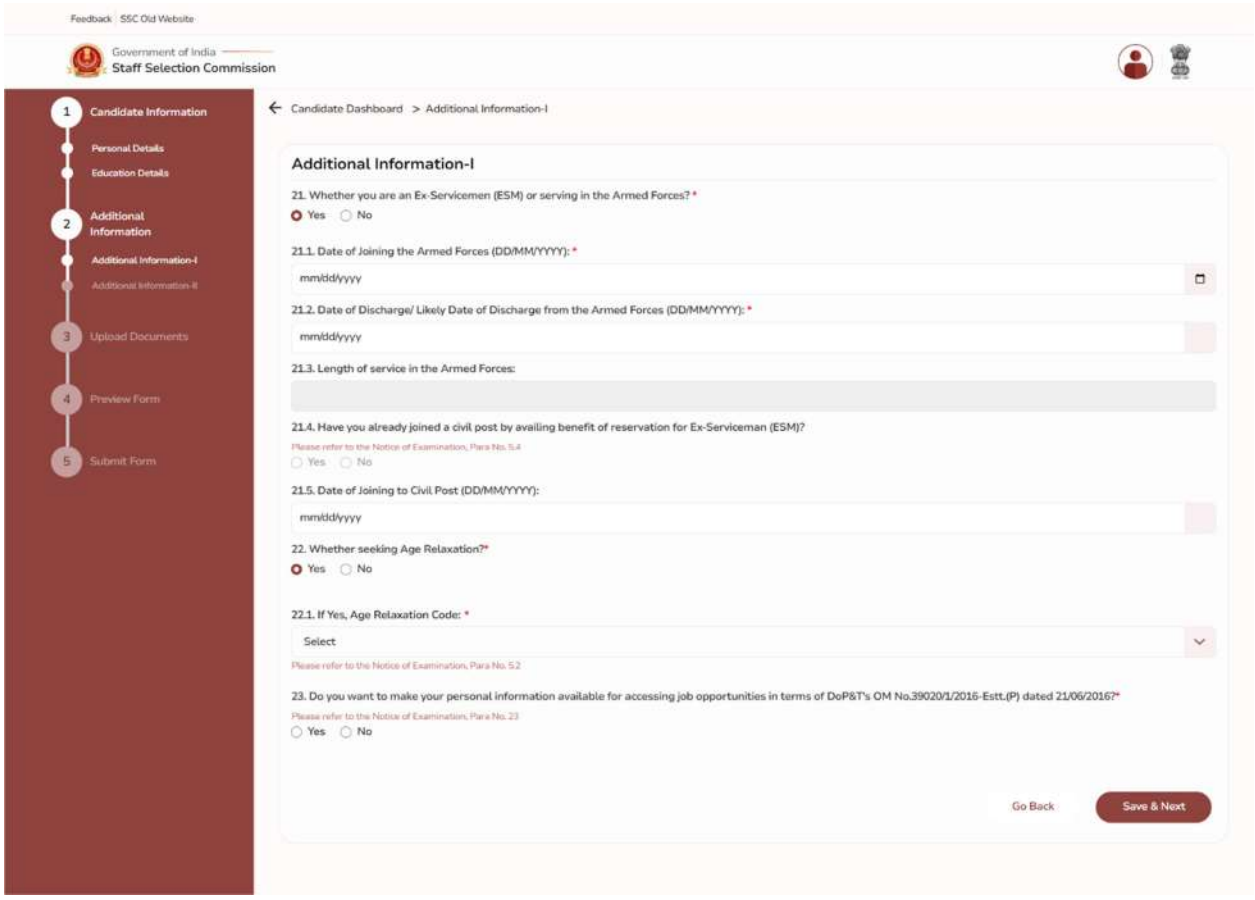
29. **When the application is successfully submitted, it will be accepted 'Provisionally'. Candidate must take/retain printout of the application form for submission to the Commission after conduct of Computer Based Examination (CBE) as and when called for as well as for their own records.**

ANNEXUARE-IVA

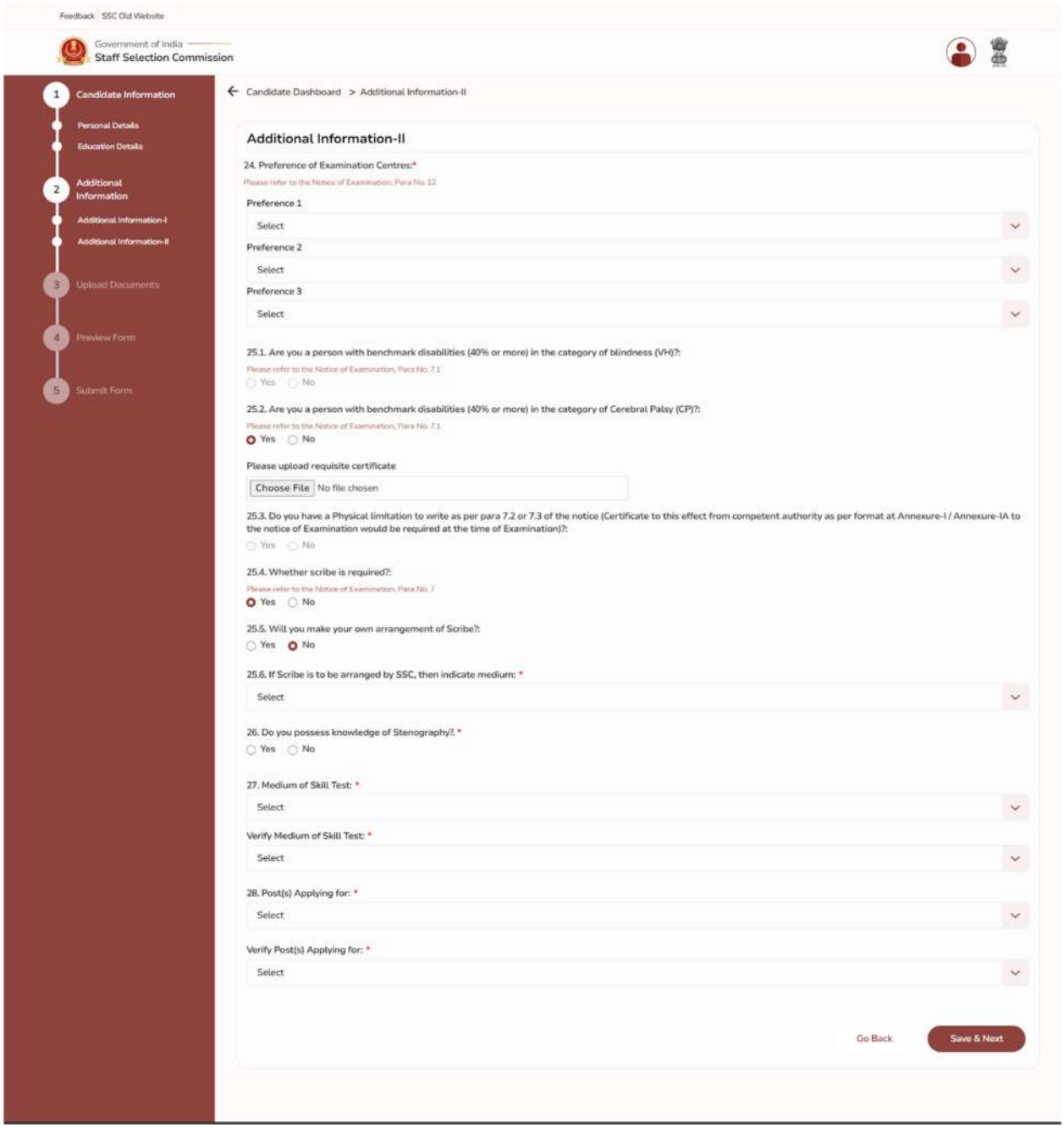



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1 Candidate Information
Personal Details
Education Details
2 Additional Information
Additional Information-I
Additional Information-II
3 Upload Documents
4 Preview Form
5 Submit Form
Candidate Dashboard > Education Detail
Education Details
19. Highest Educational Qualification: *
Select
Qualifying Educational Qualification
20. Details of Qualifying Educational Qualification: *
Select
Please refer to the Notice of Examination, Para No. 8.1 to 8.6
20.1. EQ Status: *
Select
20.2. Passing Year: *
Select
20.3. State/ UT of Board: *
Select
20.4. Name of Board: *
Select
20.5. Roll Number: *
Enter your roll no here...
20.6. Percentage:
Enter percentage here...
20.7. CGPA:
Enter CGPA here...
Go Back
Save & Next

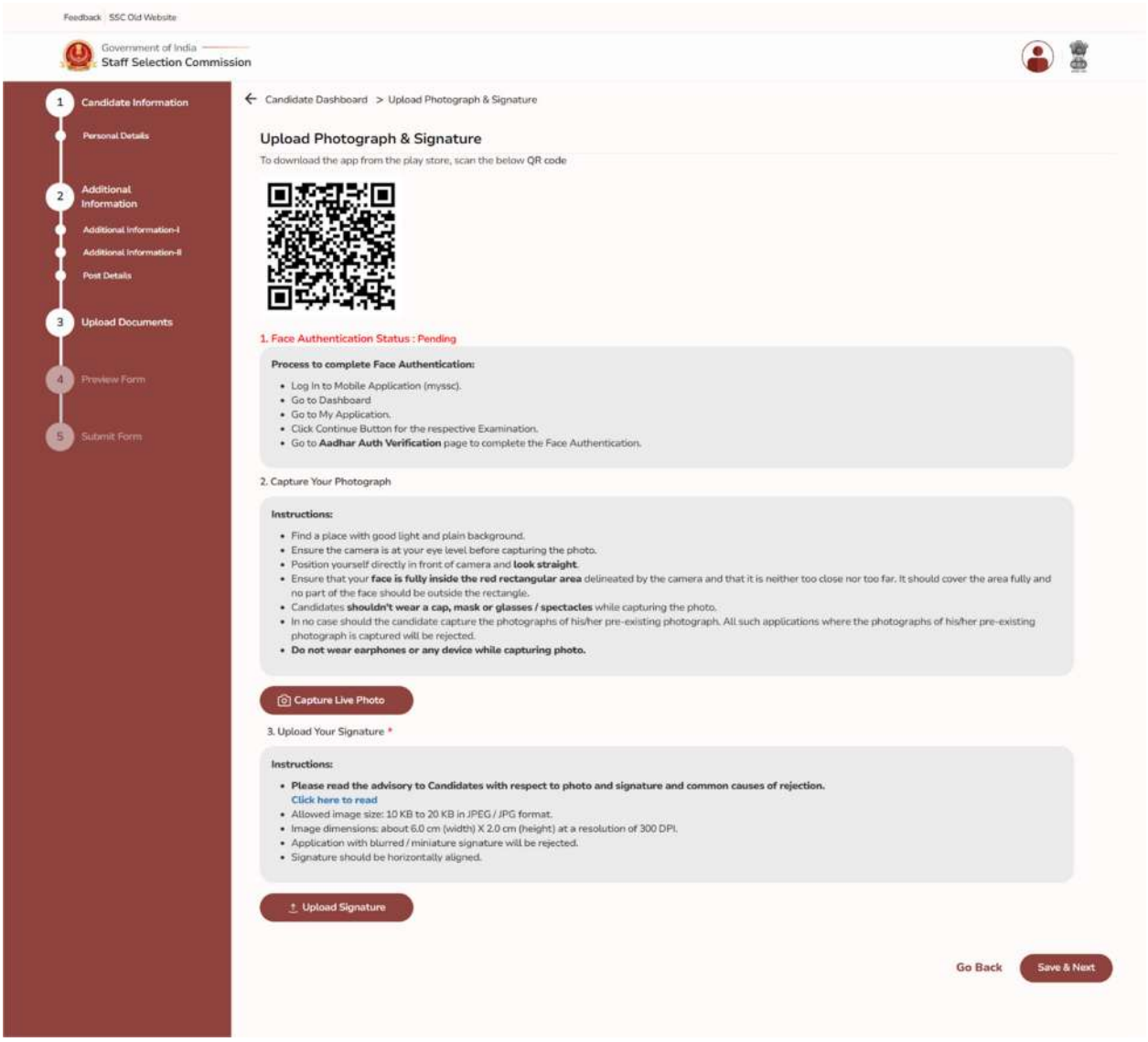
2. Additional Details I



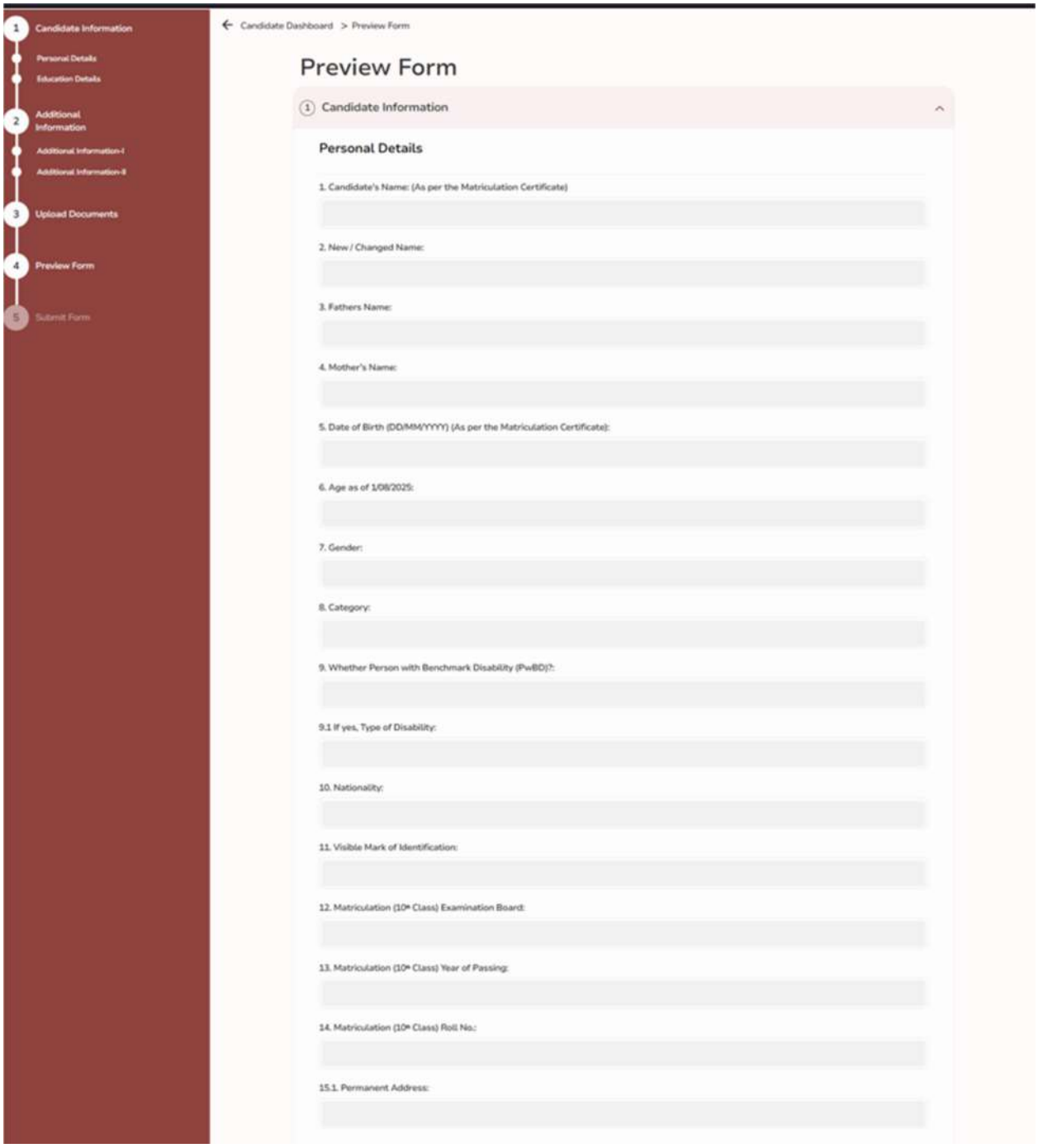
3. Additional Details II



4. Upload Photo and Signature



5. Preview


1 Candidate Information
Personal Details
Education Details
2 Additional Information
Additional Information-I
Additional Information-II
3 Upload Documents
4 Preview Form
5 Submit Form
Candidate Dashboard > Preview Form
Preview Form
1 Candidate Information
Personal Details
1. Candidate's Name: (As per the Matriculation Certificate)
2. New / Changed Name:
3. Fathers Name:
4. Mother's Name:
5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):
6. Age as of 1/08/2025:
7. Gender:
8. Category:
9. Whether Person with Benchmark Disability (PwBD)?:
9.1 If yes, Type of Disability:
10. Nationality:
11. Visible Mark of Identification:
12. Matriculation (10th Class) Examination Board:
13. Matriculation (10th Class) Year of Passing:
14. Matriculation (10th Class) Roll No.:
15.1. Permanent Address:

15.2 State:

15.3 District:

15.4 PIN Code:

16.1. Correspondence Address:

16.2. State:

16.3 District:

16.4 PIN Code:

17. Email:

18. Mobile Number:

Educational Details

Edit

19. Highest Educational Qualification:

20. Details of Qualifying Educational Qualification:

20.1. EQ Status:

20.2. Passing Year:

20.3. State / UT of Board:

20.4. Name of Board:

20.5. Roll Number:

20.6. Percentage:

20.7. CGPA:

② Additional Details

Additional Information-I

Edit

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

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

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

21.3. Length of service in the Armed Forces:

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

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

22. Whether seeking Age Relaxation?:

22.1. If Yes, Age Relaxation Code:

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

Additional Information-II

Edit

24. Preference of Examination Centres:

24.1. Preference 1:

24.2. Preference 2:

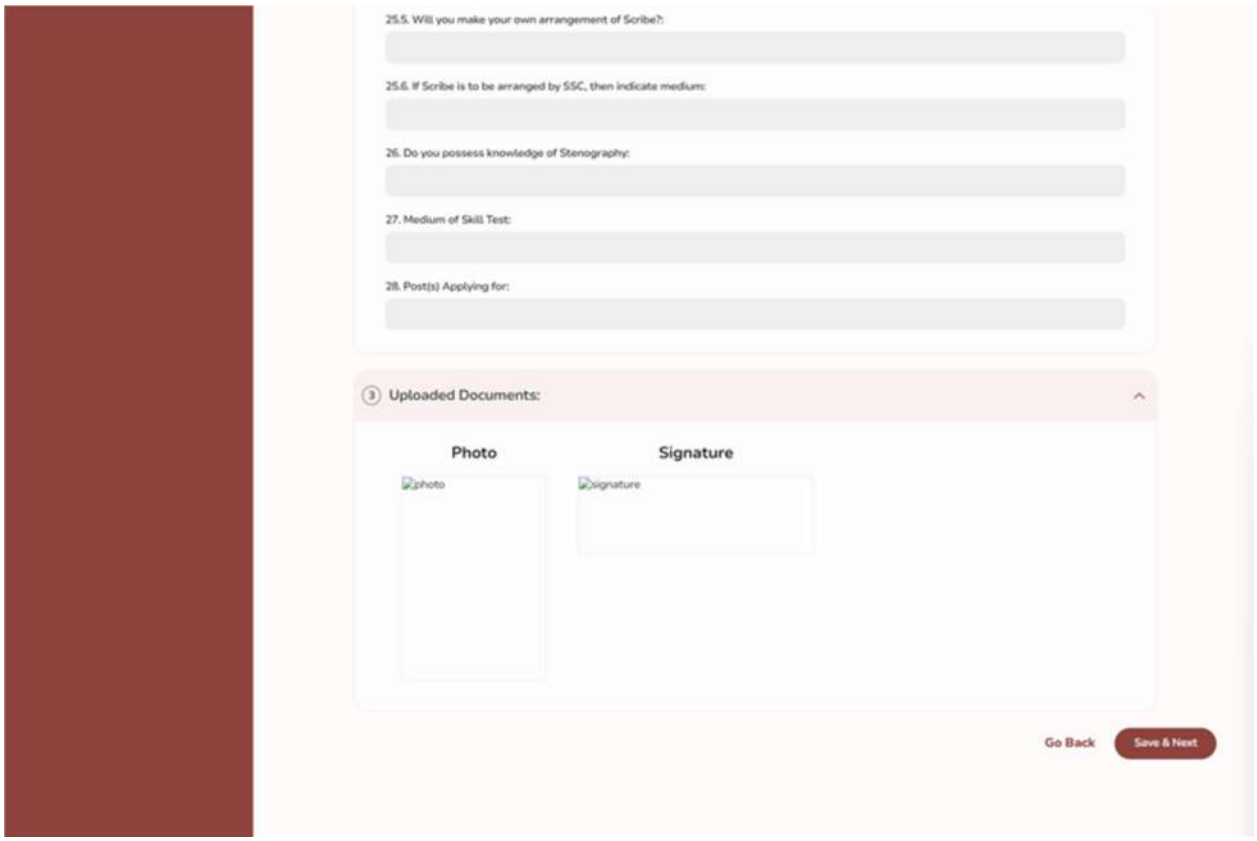
24.3. Preference 3:

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

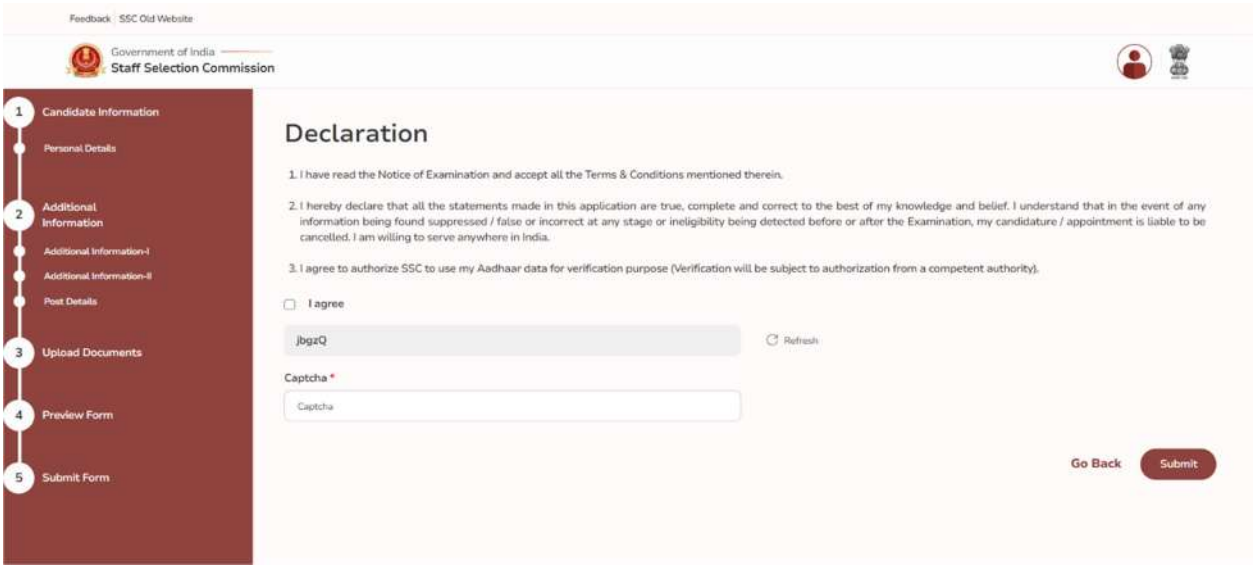
25.2. Are you a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy (CP)?:

25.3. 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)?:

25.4. Whether scribe is required?:


25.5. Will you make your own arrangement of Scribe?:
25.6. If Scribe is to be arranged by SSC, then indicate medium:
26. Do you possess knowledge of Stenography:
27. Medium of Skill Test:
28. Post(s) Applying for:
3 Uploaded Documents:
Photo
Signature
photo
signature
Go Back
Save & Next

6. Declaration



Annexure-V

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.

Signature _____

Name _____

Office Seal _____

Place:
Date:

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

Annexure-VI

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:

Annexure-VII

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 availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on in the office of ....Therefore, I am eligible for age-relaxation only;

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

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

.... Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

Annexure-VIII

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/Union Territory* _____belongs to the_____caste/ Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes) Order, 1950
@The Constitution (Scheduled Tribes) Order, 1950
@The Constitution (Scheduled Castes) Union Territories Order, 1951
@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971; 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 Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.
@The Constitution (Pondicherry) Scheduled Castes Order 1964
@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 967
@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

%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 section 20 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).

(**i**) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(**i**) Revenue Officers not below the rank of Tehsildar.

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

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

Annexure-IX

(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) dated 8.9.1993, 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.

Annexure-X

Government of .....

(Name & Address of the authority issuing the certificate) INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Date _____

Certificate No. _____

VALID FOR THE YEAR____

This is to certify that Shri/Smt./Kumari_____son/daughter/wife of _____permanent resident of _____, Village/Street_____Post Office_____ _____District_____in the State/ Union Territory_____Pin Code_____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.

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

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

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	Date of Issue	Details 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

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 %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

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

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

In figures.....percent
In words :-.....percent

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

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after ..... years months, and therefore this certificate shall be valid till ----- ----- ------

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs # e.g. Single eye
£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

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 %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			

14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson"s disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

@ - eg. Left/Right/both arms/legs # - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

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

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

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

Annexure-XIIIA

SPECIMENS OF THE PHOTOGRAPHS

(A) Allowed

1


(B) Not Allowed

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

5	6	7	8

			
With Goggles	**Blur Photographs**	**Blur Photographs**	**Blur Photographs**

9	10	11	12
			
Too Dark	**Facing Sideways**	**with Spectacles**	**With Cap**

Annexure-XIV

Essential Educational Qualification Code

Educational Qualification	Code
Intermediate/ Higher Secondary/ 12th Standard	02
Certificate Course	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Deemed Graduation Certificate issued by the Armed Forces	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Annexure-XV

Physical Efficiency Test, Physical and Medical Standard for the Posts of Stenographer Grade 'D' in Border Roads Organization (BRO)

1 **Physical Efficiency Test**

(i) Criteria for Physical Efficiency Tests are placed as '**Schedule-I'** of the Notification The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

2 **Physical Standards** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organization) is placed as '**Schedule-II'** of the Notification.

3 (A) **Medical Standards** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in '**Schedule-III'** of the Notification.

(B) **Medical Examination & Medical Tests:** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

(i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.

(ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

(iii) Candidates found medically fit or unfit will be informed of their medical result by the **Medical Board** themselves so that the candidates are clear about their position.

(iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/ Army Hospitals in proximity of **respective Recruitment Centre or GREF Centre** Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.

(v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/ Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.

(vi) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.

(vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

(viii) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:

(a) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military

Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Temporarily Unfit for being Below Physical Standards:** Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In- Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ix) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

(a) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of

60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.

(x) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(C) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

(i) Border Roads Organisation is a Central Govt. Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

4 **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

5 **Power to relax rules:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6 **Saving:** Nothing in these rules shall effect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex- serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule-I

PHYSICAL EFFICIENCY TEST (FOR GROUP 'B' NON-GAZETTED AND GROUP 'C' POSTS)

S No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

NOTE : (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.

(ii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.

Schedule-II

REGION-WISE PHYSICAL STANDARDS OF PERSONNEL

S No	Region	States/ Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158 Cms	Minimum7 5 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujrat, Maharastra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chaattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/ Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

Schedule-III

MEDICAL STANDARDS OF RECRUITMENTS FOR GREF

General

1 Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

2 It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

3 The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

Medical History Sheet GREF/ MED/ 2A

4 This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.

5 Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

6 Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF

Principal points in Medical Examination of Candidates

7 Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:

a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
d) That his speech is without impediment.
e) That he has no glandular swelling.
f) That his chest is well formed, and that his heart and lungs are sound.
g) That his limbs are well formed, and fully developed.
h) That there is free and perfect action of all the joints.
i) That his feet and toes are well formed.
j) That he has no congenital malformation or defects.
k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.

l) That he possesses sufficient number of sound teeth for efficient mastication.
m) That he has no disease of the genitor-urinary tract.

Ground for permanent rejection

8 Candidates presenting with following conditions will be rejected:

a) General impaired Constitution with frail health (BMI less than 18).
b) Abnormal Gait.
c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
e) Defective Intelligence.
f) Deafness.
g) Pronounced Stammering.
h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/ min).
j) Sexually Transmitted diseases.
k) Any degree of squint or nystagmus.
l) Cases of colour blindness.
m) Corneal Opacities effecting binocular vision of the individual.
n) Perforation of Tympanic membrane.
o) Chronic Suppurative Otitis Media/ Mastoiditis.

p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.

q) Chronic Lung Infection.
r) Endocranial Disorder.
s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).
t) Gross degree myopia & cases of corneal surgery for refractive error.
u) Healed fracture with implants or ankylosis of effected joints due to fracture.
v) Any amputation effecting in the working efficiency of individual.
w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Grounds for Temporary Rejection:

9 Following are the grounds for temporary rejection:

(a) Pterygium
(b) Conjunctivitis
(c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
(d) Trachoma Grade III
(e) Deviated Nasal Septum
(f) Chronic Tonsillitis
(g) Few decayed teeth (corrected with denture is acceptable)
(h) Pityriasis Versicolor
(j) Tinea Cruis, Scabies, Eczema etc
(k) Planter Warts
(l) Hydrocele, Hernia, Vericocele
(m) Vericose Veins
(n) Phimosis, Fissure in ano or abscess, Haemorrohoids
(o) Acute infection of respiratory tract
(p) Gynaecomastia
(q) Anaemia
(r) Hepatospleenomegaly
(s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

Acceptance of Candidates with Minor Defects:

10 Candidates presenting with mild degree of following defects may be accepted:

(a) Mild Flat Feet but flexible and Hammer toes.
(b) Mild knock knee (Inter malleolic distance 5 cms).
(c) Mild Bow Legs (Inter condylar distance 7 cms).
(d) Mild Degree of Sephena varix.
(e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).
(f) Healed perforation of Ear drums.
(g) Healed Trachoma without residual gross deformity.
(h) Slight stammering.
(j) Mild hyperhydrosis.
(k) Mild degree phimosis or Hypospodiasis.
(l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
(m) Slight curvature of leg.
(n) Slight hammer toe.
(o) Mild degree of varices.
(p) Tenea versicolor (Only after treatment).
(q) DNS (Acceptable after treatment).

(r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents. An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

Time limit for clearance of any unfit by Higher Reviewing Authority

11 (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.

(b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.

12 In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.

13 Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.

14 Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting sucha recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.

15 The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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