

## STAFF SELECTION COMMISSION

### COMBINED GRADUATE LEVEL EXAMINATION, 2023

Dates for submission of online applications: 03-04-2023 to 03-05-2023  
 Last date and time for making online fee payment: 04-05-2023 (23:00)  
 Last date and time for generation of offline Challan: 04-05-2023 (23:00)  
 Last date for payment through Challan (during working hours of Bank): 05-05-2023  
 'Window for Application Form Correction' including online payment : 07-05-2023 to 08-05-2023 (23:00)

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

- ✦ Tentative Schedule of Tier-I (Computer Based Examination): July, 2023.
- ✦ Tentative Schedule of Tier-II (Computer Based Examination): to be notified later.

- POST DETAILS :** Followings are the likely posts that will be filled up through this Examination:  
 **Pay Level-8 (₹ 47600 to 151100):**

Sl. No.	Name of Post	Ministry/ Department/Office/ Cadre	Classification of Posts	Age Limit
1	Assistant Audit Officer	Indian Audit & Accounts Department under C&AG	Group "B" Gazetted (Non-Ministerial)	18-30 years
2	Assistant Accounts Officer	Indian Audit & Accounts Department under C&AG	Group "B" Gazetted (Non-Ministerial)	18-30 years

- Pay Level-7 (₹ 44900 to 142400):**

3	Assistant Section Officer	Central Secretariat Service	Group "B"	20-30 years
4	Assistant Section Officer	Intelligence Bureau	Group "B"	18-30 years
5	Assistant Section Officer	Ministry of Railway	Group "B"	20-30 years
6	Assistant Section Officer	Ministry of External Affairs	Group "B"	20-30 years
7	Assistant Section Officer	AFHQ	Group "B"	20-30 years
8	Assistant Section Officer	Ministry of Electronics and Information Technology	Group "B"	18-30 years
9	Assistant/AssistantSection Officer	Other Ministries/ Departments/ Organizations	Group "B"	18-30 years
10	Inspector of Income Tax (★)	CBDT	Group "C"	18-30 years
11	Inspector, (Central Excise) (★)	CBIC	Group "B"	18-30 years
12	Inspector (Preventive Officer)(★)			
13	Inspector (Examiner) (★)			
14	Assistant EnforcementOfficer	Directorate of Enforcement, Department of Revenue	Group "B"	18-30 years
15	Sub Inspector (★)	Central Bureau of Investigation	Group "B"	20-30 years
16	Inspector Posts	Department of Post, Ministry of Communication	Group "B"	18-30 years
17	Inspector (★)	Central Bureau of Narcotics, Ministry of Finance	Group "B"	18-30 years

- Pay Level-6 (₹ 35400 to 112400):**

18	Assistant / Assistant Section Officer	Other Ministries/ Departments/ Organizations	Group "B"	18-30 years
19	Executive Assistant	CBIC	Group "B"	18-30 years
20	Research Assistant	National Human Rights Commission (NHRC)	Group "B"	18-30 years
21	Divisional Accountant	Offices under C&AG	Group "B"	18-30 years
22	Sub Inspector (★)	National Investigation Agency (NIA)	Group "B"	18-30 years
23	Sub-Inspector/Junior Intelligence Officer (★)	Narcotics Control Bureau (MHA)	Group "B"	18-30 years
24	Junior Statistical Officer	Ministry of Statistics & Programme Implementation.	Group "B"	18-32 years

○ **Pay Level-5 (₹ 29200 to 92300):**

25	Auditor	Offices under C&AG	Group "C"	18-27 years
26	Auditor	Offices under CGDA	Group "C"	18-27 years
27	Auditor	Other Ministry/ Departments	Group "C"	18-27 years
28	Accountant	Offices under C&AG	Group "C"	18-27 years
29	Accountant	Controller General of Accounts	Group "C"	18-27 years
30	Accountant/ Junior Accountant	Other Ministry/ Departments	Group "C"	18-27 years

○ **Pay Level-4 (₹ 25500 to 81100):**

31	Postal Assistant/ Sorting Assistant	Department of Post, Ministry of Communication	Group "C"	18-27 years
32	Senior Secretariat Assistant/ Upper Division Clerks	Central Govt. Offices/ Ministries other than CSCS cadres.	Group "C"	18-27 years
33	Senior Administrative Assistant	Military Engineering Services, Ministry of Defence	Group "C"	18-27 years
34	Tax Assistant	CBDT	Group "C"	18-27 years
35	Tax Assistant	CBIC	Group "C"	18-27 years
36	Sub-Inspector (★)	Central Bureau of Narcotics, Ministry of Finance	Group "C"	18-27 years

- While giving preference of posts as and when required by the Commission, the candidates may note that there are a few posts, marked as (★) in the above chart, which have specific requirement of Physical Standards, Physical Tests and Medical Standards (Details given on next page). Candidates must ensure that they fulfill all the requirements of the Posts before giving their preferences/options for such posts.

□ **AGE LIMIT (As on 01-08-2023):** Requirement of age for various posts is as follows:

S No	Age Limit	Remarks
(i)	For the posts for which age limit is 18-27 years	Candidate must have been born not earlier than 02-08-1996 and not later than 01-08-2005.
(ii)	For the posts for which age limit is 20-30 years	Candidate must have been born not earlier than 02-08-1993 and not later than 01-08-2003.
(iii)	For the posts for which age limit is 18-30 years	Candidate must have been born not earlier than 02-08-1993 and not later than 01-08-2005.
(iv)	For the post for which age limit is 18-32 years	Candidate must have been born not earlier than 02-08-1991 and not later than 01-08-2005.

- **Permissible relaxation in upper age limit :** SC/ST - 5 years, OBC - 3 years, **Persons with Disabilities:** 10 years, **Others** - As per rules.

□ **ESSENTIAL EDUCATIONAL QUALIFICATIONS (As on 01-08-2023):**

❖ **Assistant Audit Officer/Assistant Accounts Officer:**

**Essential Qualifications:** Bachelor's Degree from a recognized University or Institute.

**Desirable Qualifications:** Chartered Accountant or Cost & Management Accountant or Company Secretary or Masters in Commerce or Masters in Business Studies or Masters in Business Administration (Finance) or Masters in Business Economics.

During the period of probation direct recruits shall have to qualify the "Subordinate Audit/ Accounts Service Examination" in respective branches for confirmation and regular appointment as Assistant Audit Officer/Assistant Accounts Officer.

❖ **Junior Statistical Officer:**

Bachelor's Degree in any subject from a recognized University or Institute with at least 60% Marks in Mathematics at 12th standard level; Or  
Bachelor's Degree in any subject with Statistics as one of the subjects at degree level.

❖ **Statistical Investigator Grade-II:**

Bachelor's Degree in any subject with Statistics as one of the subjects from a recognized University or Institute. The candidates must have studied Statistics as a subject in all the three years or all the 6 semesters of the graduation course.

❖ **Research Assistant in National Human Rights Commission (NHRC):**

**Essential Qualifications:** Bachelor's Degree from a recognized University or Institute.

**Desirable Qualifications:** Minimum one-year research experience in any recognized university or recognized Research Institution;  
Degree in Law or Human Rights from a recognized university.

❖ **All other Posts:**

Bachelor's Degree from a recognized University or equivalent.

- ❖ *The candidates who have appeared in their final year of their graduation can also apply, however they must possess Essential qualification on or before the cut-off date i.e. 01-08-2023.*

**APPLICATION FEE: Fee payable: ₹ 100/- (Rs. One hundred only)**

- Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- Fee can be paid online through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
- Online fee can be paid by candidates up to 04-05-2023 (23:00 hours). However, candidates who wish to make cash payment through the challan of SBI, may make payment in cash at the Branches of SBI within the working hours of bank up to 05-05-2023 provided the challan has been generated by them before 04-05-2023.(23:00 hours).
- 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.

**Physical Standards for**

	The post of Inspector (Central Excise/Examiner/Preventive Officer), Inspector & Sub-Inspector in CBN:				
	Height	Chest	Weight	Vision	Physical Test
<b>For Male</b>	157.5 cm  *Height relaxable by 5 cm in the case of Garwalis, Assamese, Gorkhas and members of Scheduled Tribes.	Chest 81 cm (fully expanded with a minimum expansion of 5 cm.)	N.A.	N.A.	<b>Walking :</b> 1600 metres in 15 minutes.  <b>Cycling :</b> 8 Kms. in 30 minutes.
<b>For Female</b>	152 cms.  * Height relaxable by 2.5 cms and weight relaxable by 2 Kg. for Gorkhas, Garwalis, Assamese and members of Scheduled Tribes.	N.A.	48 Kgs.	N.A.	<b>Walking:</b> 1 Km. in 20 minutes.  <b>Cycling:</b> 3 Kms. in 25 minutes.

**NOTE:** For the post of Inspector (Central Excise/ Examiner/ Preventive Officer), persons with disabilities will have to meet the physical standards i.e. height, chest and weight as prescribed for the relevant post. However, for orthopedically disabled candidates, the following relaxation in Physical Test is allowed.

	Physical standards for the Post of Sub-Inspector in Central Bureau of Investigation				
<b>For Male</b>	165 cm.	76 cm with expansion	N.A.	Eye-sight (with or without glasses)	<b>No Physical Test</b>
<b>For Female</b>	150 cm.  * Both Male & Female Height relaxable for Hillsmen and Tribals : 5 cms.	There shall be no such requirement in case of female candidates	N.A.	<b>Distant vision:</b> 6/6 in one and 6/9 in the other eye. <b>Near vision:</b> 0.6 in one eye and 0.8 in other eye.	

	Physical standards for the Post of Sub-Inspector in National Investigation Agency				
<b>For Male</b>	170 cms.	76 cm with expansion	N.A.	Eye-sight (with or without glasses)	<b>No Physical Test</b>
<b>For Female</b>	150 cms.  * Both Male & Female Height relaxable for Hillsmen and Tribals : 5 cms.	There shall be no such requirement in case of female candidates	N.A.	<b>Distant vision:</b> 6/6 in one and 6/9 in the other eye. <b>Near vision:</b> 0.6 in one eye and 0.8 in other eye.	

	Physical standards for the Post of Sub-Inspector/ Junior Intelligence Officer in Narcotics Control Bureau, Ministry of Home Affairs:				
<b>For Male</b>	165 cm.	76 cm (unexpanded) with 5 cms expansion for all candidates	N.A.	Eye-sight (with or without glasses) <b>Distant vision:</b> 6/6 in one and 6/9 in the other eye.	<b>No Physical Test</b>
<b>For Female</b>	152 cm.	There shall be no such requirement in case of female candidates	N.A.	<b>Near vision:</b> 0.6 in one eye and 0.8 in other eye.	

N.A. = Not Applicable

☐ **SCHEME OF THE EXAMINATION:** The Examination will be conducted in four tiers as indicated below:

○ **Tier-I: Computer Based Examination :**

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
<b>I</b>	A. General Intelligence and Reasoning	25	50	1 hour
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	

- ❖ Tier-I will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension.
- ❖ **There will be negative marking of 0.50 for each wrong answer.**

○ **Tier-II: Computer Based Examination :**

Tier	Paper	Session	Subject	Number of Questions	Maximum Marks	Time allowed
<b>II</b>	<b>Paper-I:</b>	<b>Session-I</b> (2 hours and 15 minutes)	<b>Section-I:</b> <b>Module-I:</b> Mathematical Abilities	30	60 × 3 = 180	1 hour (for each section)
			<b>Module-II:</b> Reasoning and General Intelligence.	30 Total = 60		
			<b>Section-II:</b> <b>Module-I:</b> English Language and Comprehension	45	70 × 3 = 210	
			<b>Module-II:</b> General Awareness	25 Total = 70		
		<b>Section-III:</b> <b>Module-I:</b> Computer Knowledge Module	20	20 × 3 = 60	15 Minutes (for each module)	
		<b>Session-II</b> (15 minutes)	<b>Section-III:</b> <b>Module-II:</b> Data Entry Speed Test Module	One Data Entry Task	-	
	<b>Paper-II</b> (only for the posts of Junior Statistical Officer (JSO))	Statistics	100	100 × 2 = 200	2 hours (for each Paper)	
	<b>Paper-III</b> (only for the posts of Assistant Audit Officer/ Assistant Accounts Officer.)	General Studies (Finance and Economics)	100	100 × 2 = 200		

- ❖ Tier-II will include conducting of Paper-I, Paper-II and Paper-III in separate shift(s)/ day(s).
- ❖ Paper-I is compulsory for all the posts.
- ❖ Paper-II will be for only those candidates who apply for the posts of Junior Statistical Officer (JSO) in the Ministry of Statistics and Programme Implementation and who are shortlisted in Tier-I for these Posts.



- ❖ Paper-III will be for only those candidates who are shortlisted in Tier-I for Paper-III i.e. for the posts of Assistant Audit Officer/ Assistant Accounts Officer.
- ❖ Paper-I will be conducted in two sessions - Session -I & Session-II, on same day. Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Session-II will include conducting of Module-II of Section-III. Therefore, duration of Session-I will be 2 hours and 15 minutes and duration of Session-II will be 15 minutes only.
- ❖ **It will be mandatory for the candidates to qualify all the sections of Paper-I.**
- ❖ Tier-II (Paper-I, Paper-II & Paper-III) will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III of Paper-I. The questions will be set both in English & Hindi except for English Language And Comprehension module in Section-II of Paper-I.
- ❖ There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III of Paper-I and of 0.50 marks for each wrong answer in Paper-II and Paper-III.
- ❖ Module-I of Section-III of Paper-I i.e. Computer Knowledge Test is mandatory but qualifying in nature.
- **Module-II of Section-III of Paper-I i.e. Data Entry Speed Test (DEST):**
- ❖ Module-II of Section-III of Paper-I will include conducting of a Data Entry Speed Test (DEST) for a duration of 15 minutes in Session-II on the same day.
- ❖ The "Data Entry Speed Test" (DEST) Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. Detailed instructions regarding Skill Test will be provided by the Regional Offices of the Commission. Information about evaluation of Typing Test/ DEST are available on the Commission's website <https://ssc.nic.in> (Candidate's Corner).
- ❖ DEST will be mandatory for all the posts; however it will be qualifying in nature.

**HOW TO APPLY:** Applications must be submitted only in online mode at the website of SSC Headquarter i.e. <https://ssc.nic.in>.

**PROCEDURE FOR FILLING ONLINE APPLICATION :**

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

**I. One Time Registration**

**II. Filling of online Application for the Examination**

○ **Part-I (One-Time Registration) :**

1. Read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP).
  - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage): i. Voter ID Card, ii. PAN, iii. Passport, iv. Driving License, v. School/ College ID, vi. Employer ID (Govt./ PSU/ Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
  - e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <https://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic details, b. Additional and contact details, c. Declaration.

❖ YOU ARE CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.

○ **Part-II (Online Application Form):**

1. Before proceeding with filling of online application, keep the following data ready:
  - a. **Recent scanned colour passport size photograph** (i.e. not more than three months old from the date of publication of the Notice of Examination) in **JPEG format (20 KB to 50 KB)**. Image dimension of the photograph should be about **3.5 cm (width) x 4.5 cm (height)**. The photograph should be without cap, spectacles and frontal view of the face should be visible. Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled.
  - b. **Scanned signature** in **JPEG format (10 to 20 KB)**. Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with illegible signature will be rejected.
  - c. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of Board, etc.
2. Login to online system through your 'Registration Number' and password.
3. Click 'Apply' link in 'Combined Graduate Level Examination 2023' section under 'Latest Notifications' tab.

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

**Window for Application Form Correction [07-05-2023 to 08-05-2023 (23:00 hours)]:**

- After the closing date for receipt of online applications, the Commission will provide a period of 2 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.
- A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction'.
- The Commission will levy a uniform correction charges of **Rs. 200/-** for making correction and re-submitting modified/ corrected application for the **first time** and **Rs. 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/ categories.

☆ *For more details please go through the original notification* ☆