

STAFF SELECTION COMMISSION

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

Dates for submission of online applications: 09-05-2023 to 08-06-2023
Last date and time for making online fee payment: 10-06-2023 (23:00)
Last date and time for generation of offline Challan: 11-06-2023 (23:00)
Last date for payment through Challan (during working hours of Bank): 12-06-2023
Dates of 'Window for Application Form Correction' : 14-06-2023 to 15-06-2023 (23:00)

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

☆ **Schedule of Computer Based Examination (Tier-I) : Aug, 2023**

☆ **Dates of Tier-II Examination : To be notified later**

POST DETAILS :

The Staff Selection Commission will hold a competitive examination for recruitment to the Group C posts viz. Lower Divisional Clerk/ Junior Secretariat Assistant, and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc.. The details of the examination are as under:

- 1. Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA):** Pay Level-2 (Rs. 19,900-63,200).
- 2. Data Entry Operator (DEO):** Pay Level-4 (Rs. 25,500-81,100) and Level-5(Rs.29,200-92,300).
- 3. Data Entry Operator, Grade 'A':** Pay Level-4(Rs. 25,500-81,100).

AGE LIMIT (As on 01-08-2023):

Age limit for the posts is 18-27 years i.e. Candidates born not before 02-08-1996 and not later than 01-08-2005 are eligible to apply.

- **Relaxation of 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):

- **For Data Entry Operator (DEO)/ DEO Grade 'A' in the Office of Comptroller and Auditor General of India (C&AG), Ministry of Consumer Affairs, Food and Public Distribution, and Ministry of Culture:** 12th Standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.
- **For LDC/ JSA and DEO/ DEO Grade 'A' (except DEOs in Department/ Ministry mentioned above):** Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.
- The candidates who have appeared in their 12th Standard or equivalent examination can also apply, however they must possess Essential qualification on or before the cut-off date i.e. 01-08-2023.

APPLICATION FEE :

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

WINDOW FOR APPLICATION FORM CORRECTION [14-06-2023 to 15-06-2023 (23:00 hours)]:

- After the closing date for receipt of online applications, the Commission will provide a period of 2 days to correct/ modify online application and 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' 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.
- 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/ category.

Scheme of Examination:

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

TIER-I (COMPUTER BASED EXAMINATION):

Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	English Language (Basic Knowledge)	25/ 50	60 Minutes
II	General Intelligence	25/ 50	
III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
IV	General Awareness	25/ 50	

- The Tier-I Examination will consist of Objective Type, Multiple choice questions only. The questions will be set in English, Hindi and any language opted by the candidate in the application form for Part-II, III & IV of Tier-I examination.
- There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

TIER-II (COMPUTER BASED EXAMINATION):

Session	Subject	Number of Questions	Maximum Marks	Time allowed
Session-I (2 hours and 15 minutes)	Section-I: Module-I: Mathematical Abilities Module-II: Reasoning and General Intelligence.	30 30 Total = 60	60*3 = 180	1 hour (for each section)
	Section-II: Module-I: English Language and Comprehension Module-II: General Awareness	40 20 Total = 60	60*3 = 180	
	Section-III: Module-I: Computer Knowledge Module	15	15*3 = 45	15 Minutes
Session-II	Section-III: Module-II: Skill Test/ Typing Test Module	Part A & B : Skill Test for DEOs.	-	15 Minutes
		Part C : Typing Test for LDC/ JSA.	-	10 Minutes

- Tier-II will be conducted in two sessions - Session –I & Session-II, on same day. Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Session-II will include conducting of Module-II of Section-III.
- It will be mandatory for the candidates to qualify all the sections of Tier-II.
- Tier-II will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III. The questions will be set in English, Hindi and any language opted by the candidate in the application form except for Module-II (i.e. English Language and Comprehension module) in Section-II.
- There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III. Candidates are, therefore, advised to keep this in mind while answering the questions.
- Module-I of Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.

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

Module-II of Section-III will include conducting of Skill Test/ Typing Test in Session-II on the same day. Skill Test/ Typing Test will be of qualifying nature. Skill Test/ Typing Test will be evaluated as per the evaluation guidelines available on the website of the Commission. Errors in the Skill Test will be calculated up to 2 decimal places. Skill Test/ Typing Test will be conducted as per the following scheme:

- **Part A - Skill Test for the post of DEO/ DEO Grade 'A' in Department/ Ministry mentioned above::** The 'speed of 15000 (Fifteen Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 3700-4000 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the computer may also be displayed on the computer screen.
- **Part B - Skill Test for the post of DEO/ DEO Grade 'A' except in Department/ Ministry mentioned above:** 'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the Computer may also be displayed on the computer screen.
- **Part C - Typing Test for other posts i.e. LDC/ JSA :** The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form. The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later. Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

HOW TO APPLY:

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

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.

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.
6. After completion of registration process, 'Basic Details' can be changed. HOWEVER, IT IS ADVISED TO THE CANDIDATES TO BE CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.
7. YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/WRONG INFORMATION.

❑ Part-II (Online Application Form):

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

- 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 both ears 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.**
- Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with illegible/ blurred signature will be rejected.**
- Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc.**

- Login to online system through your 'Registration Number' and password.
- Click 'Apply' link in 'Combined Higher Secondary (10+2) Level Examination 2023' Section under 'Latest Notifications' tab.
- Upload your recent Photograph (not more than three months old from the date of publication of the Notice of Examination) as specified above. Applications with blurred photograph will be rejected. Specimen of Photographs acceptable/ not acceptable is given at Annexure-V. Candidates may refer to the same.
- Upload your signature as specified above. Applications with blurred signatures will be rejected.
- Preview and verify the information provided by you. If you want to modify any entry, click on 'Edit/ Modify' button and make requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.
- Proceed to make fee payment if you are not exempted from payment of fee.
- Fee can be paid online through BHIM UPI, Net Banking, by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan. Refer Para-11 of the Notice of Examination for further information on the payment of fee.
- When application is successfully submitted, it will be accepted 'Provisionally'. 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.

❑ IMPORTANT INSTRUCTIONS TO CANDIDATES:

- BEFORE APPLYING, CANDIDATES MUST GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
- When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as 'Application Received (Contents Not Verified)'. Candidates should take printout of the online Application Form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission.
- 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.
- The candidates must write their name, Date of Birth, father's name and mother's name strictly as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- **Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the examination. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original 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.**

☆ For any details please go through the original notification. ☆