

STAFF SELECTION COMMISSION

SELECTION POSTS-PHASE-XII EXAMINATION-2024 ADVT. NO. Phase-XII/2024/Selection Posts

Dates for submission of online applications: 26.02.2024 to 18.03.2024

Last date and time for making online fee payment: 19.03.2024 (2300 Hrs)

Dates of 'Window for Application Form Correction' including online payment. :

22.03.2024 to 24.03.2024 (2300 Hrs)

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

☆ Schedule of Computer Based Examination : 06-08th May,2024 (tentatively)

❑ POST DETAILS :

Online Applications are invited from eligible candidates for the Selection Posts indicated in Annexure- III of the original Notice. Details/ Description of posts are given at Annexure-III of the Notice. Direct Link for Post-details is available at Candidate Portal which can be seen by login into <https://ssc.gov.in> → Candidates Dashboard → Latest Notification → Phase-XII/2024/Selection Posts → Post Details Link.

❑ AGE LIMIT (As on 01.01.2024):

Age limit for a particular category of post(s) is mentioned in Post-details in Annexure-III of the original Notice against each category of post. There are different age group for different category of post(s), i.e. 18-25, 18-27, 18-28, 18-30, 18-35, 18-37, 18-42, 20-25, 21-25, 21-27, 21-28, 21-30, 25-30.

● 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 18.03.2024):

● Essential Qualifications (EQs) for each Post as per the requirement of the concerned User Departments/ Ministries, are mentioned in the details/ description of Post(s) as given in the Annexure-III of the original Notice. Before applying for the post, the candidates must ensure that they possess the Essential Qualifications including Experience wherever it is prescribed as Essential Qualification. There are different Essential Qualification(s) for different category of post(s), i.e. Matriculation, Higher Secondary, Graduation & above.

❑ APPLICATION FEE :

- Fee payable: Rs. 100/- (Rupees One Hundred only).
- Fee can be paid online only through payment modes namely BHIM UPI, Net-Banking, or by using Visa, Mastercard, Maestro, or RuPay Credit or Debit card.
- *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.*
- **Online fee can be paid by the candidates up to 19.03.2024 (2300 Hrs).**
- Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection. Fee should be paid separately for each category of post applied.
- Candidates who are not exempted from fee payment must ensure that their online fee payment has been successfully made to SSC. If the fee is not received by SSC, status of Application Form is shown as "Incomplete" and this information is printed on the top of the Application Form printout. 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.

❑ WINDOW FOR APPLICATION FORM CORRECTION [22.03.2024 till 24.03.2024 (2300 Hrs)]

- After the closing date for receipt of online applications, the Commission will provide a period of 3 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:

There will be three separate Computer Based Examinations consisting of Objective Type Multiple Choice questions, for the posts with minimum Educational Qualification of Matriculation, Higher Secondary, and Graduation & above levels. The details of subjects, marks and number of questions subject-wise will be as given below:-

COMPUTER BASED EXAMINATION :

Part	Subject	No. of Questions	Maximum Marks	Total Duration
A	General Intelligence	25	50	60 Minutes
B	General Awareness	25	50	
C	Quantitative Aptitude (Basic Arithmetic Skill)	25	50	
D	English Language (Basic Knowledge)	25	50	

- There will be negative marking of 0.50 marks for each wrong answer.
- **Skill Tests like Typing/ Data Entry/ Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.**
- Tentative Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.

HOW TO APPLY:

Applications must be submitted in only online mode at the website of SSC Headquarter i.e. <https://ssc.gov.in>. Candidates will have to apply for each category of post separately and also pay fee for each category of post.

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 "**Login or Register**" button provided on <https://ssc.gov.in>.
4. One-Time Registration process requires filling up of following information:
 - a. Basic details
 - b. Additional and contact details
 - c. Declaration.
6. Though you can edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to cancellation of your candidature.
7. **YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/WRONG INFORMATION.**

❑ Part-II (Online Application Form):

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

a. In the online Application Form, candidates are required to capture their photo through webcam/mobile device and upload. For capturing the live photo the Candidates are advised to (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 webcam and look straight ahead (iv) Candidates shouldn't wear cap, mask or glasses/spectacles while taking a live photo.

Candidates who are unable to capture their live photo through web cam are advised to use QR code provided at Sr. No. 1 of Upload Documents for downloading the app from play store for capturing their live photo through mobile device. The photo should be without cap, without spectacles and frontal view of the face should be visible. Applications with poor quality, miniature and blurred photographs/ side facing photographs will be rejected. Specimen of Photographs not acceptable are given at Annexure-XII.

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 blurred signature will be rejected.

c. 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 "Phase- XII/2024/Selection Posts Examination" Section under "Latest Notifications" tab.
- Upload your signature as specified above. Applications with blurred signatures will be rejected.
- 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. Refer Point -12 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 ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
- 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/ SMS.
- 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 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 9.1 and 9.2 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
- Only one online application is allowed to be submitted by a candidate for one category of post. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected for one category of post, all applications will be rejected by the Commission and his/her candidature for the examination will be cancelled for that post. If a candidate submits multiple applications for one category of post and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.
- 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.
- After successful submission of online Application Form, candidates must take a print out of the online Application Form for submitting the same along with requisite documents, duly self-attested, as and when called for by the Commission after the conduct of Computer Based Examination.
- All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.

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