

(To be uploaded on the website of the Commission; i.e. <https://ssc.gov.in> on 27-06-2024)



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003

Government of India,
Ministry of Personnel, Public Grievances &
Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex,
Lodhi Road, New Delhi - 110003.

(Website of the Commission: <https://ssc.gov.in>)

Notice

Multi-Tasking (Non-Technical) Staff and Havaladar (CBIC & CBN) Examination, 2024

Dates for submission of online applications	27-06-2024 to 31-07-2024
Last date and time for receipt of online applications	31-07-2024 (2300 hrs)
Last date and time for making online fee payment	01-08-2024 (2300 hrs)
Dates of 'Window for Application Form Correction' and online payment of Correction Charges	16-08-2024 to 17-08-2024 (2300 hrs)
Schedule of Computer Based Examination	Oct-Nov 2024
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 WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

F.No.- E/5/2024-C-2 SECTION (E-9150)-The Staff Selection Commission will hold a competitive examination for recruitment of **Multi-Tasking (Non-Technical) Staff** (in Pay Level-1 as per Pay Matrix of 7th Pay Commission), a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in various Ministries/Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc., in different States/ Union Territories and **Havaladar** (in Pay Level-1 as per Pay Matrix of 7th Pay Commission), a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in Central Board of Indirect

Taxes and Customs (CBIC) and Central Bureau of Narcotics (CBN) under Department of Revenue, Ministry of Finance.

2 Vacancies:

2.1 Tentative vacancies for the posts are as under:

MTS : 4887

Havaldar in CBIC and CBN : 3439

#Updated/detailed vacancies will be made available on the website of the Commission (<https://ssc.gov.in>)

*Details of vacancies of Havaldar in CBIC and CBN are given at **Annexure-XVI**.

3 Reservation:

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 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.

4 Permissible disabilities for Persons with Benchmark Disabilities (PwBD) candidates:

4.1 The details of functional requirement and suitability of various categories of benchmark disability for the post of MTS are as follows:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Multi-Tasking (Non-Technical) Staff	S, ST, W, BN, RW, SE, H, C	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction (d) ASD (M, MoD), ID, SLD, MI (e) Multiple disabilities involving (a) to (d) above.

4.2 The details of functional requirement and suitability of various categories of benchmark disability for the post of Havaldar are as follows:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Havaladar	S, ST, W, BN, KC, L, SE, MF, RW, H, C	(a) HH (b) OA, OL, OAL, LC, AAV (c) Multiple disabilities involving (a) and (b) above.

Abbreviation used:

Functional Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, KC=Kneeling and Crouching, L=Lifting, MF=Manipulation with Fingers.

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm Affected, BA=Both Arms 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, MDy=Muscular Dystrophy, SD=Spinal Deformity, SI=Spinal Injury, ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI= Mental Illness.

5 Nationality/ Citizenship:

5.1 A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

5.2 Provided that a candidate belonging to categories (b), (c) and (d) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

5.3 A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him(hereinafter may be read as 'him/ her') by the Government of India.

6 Age Limit (As on 01-08-2024):

6.1 The crucial date for age reckoning is fixed as 01-08-2024 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:

6.1.1 18-25 years (*i.e.* candidates born not before 02.08.1999 and not later than 01.08.2006) for MTS.

6.1.2 18-27 years (*i.e.* candidates born not before 02.08.1997 and not later than 01.08.2006) for Havaldar in CBIC and CBN, Department of Revenue and a few posts of MTS in various departments.

6.2 Permissible relaxation in Upper age limit for different categories are as under:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	08 years
10	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age.
11	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. (SC/ ST)	Up to 45 years of age.
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age.
13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age.

- 6.3 **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 and no subsequent request for change will be considered or granted. Mismatch of date of birth will be a ground for rejection of candidature.**
- 6.4 Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he (hereinafter may be read as 'he/ she') immediately after joining civil employment, gives self-declaration/ undertaking to the employer concerned about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- 6.5 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 the purpose of age relaxation as per rules.
- 6.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as his/her) application for the Post/Service, the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications *i.e.* **31-07-2025**. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
- 6.7 **Explanation:** An 'ex-serviceman' means a person:
- 6.7.1 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
- 6.7.1.1 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
- 6.7.1.2 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
- 6.7.1.3 who has been released from such service as a result of reduction in establishment;

or

6.7.2 who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

6.7.3 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

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

or

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

or

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

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

7 Process of certification and format of certificates:

7.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

7.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such

certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. **If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.**

For example, a candidate X filled OBC in his application form. However, during document verification by the Indenting Department/ Organization, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by the Indenting Department/ Organization.

- 7.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent changes of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form when such certificates are sought by concerned Indenting Departments/Organizations at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by the Indenting Department/Organization for non-furnishing of the requisite certificate in support of the PwBD claim then grievances, if any, in this regard may be taken up with the user Department. The Commission will not entertain such grievances.
- 7.4 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. **31-07-2024**.
- 7.5 A person seeking appointment on the basis of reservation to OBCs must ensure that he does not fall in creamy layer on the crucial date.
- 7.6 A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2024-2025 issued on the basis of Income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

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

8 Provision of Compensatory Time and assistance of scribe:

- 8.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- 8.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- 8.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificates as per **Annexure-IA**.
- 8.4 The facility of scribe/passage reader will be provided to the PwBD/PwD candidates only if they have opted for the same in the online application form.
- 8.5 The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- 8.6 If the candidate opts the facility of scribe to be provided by the Commission, the Commission will provide the scribe.
- 8.7 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. The candidates with disabilities (PwD) eligible for scribe as per Para 8.3 above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IIA**. In addition, the scribe has to produce a valid ID proof [as per list given at **para-15.7**] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II/Annexure-IIA**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

- 8.8 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 8.9 A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at Para 8.1, 8.2 and 8.3 above.
- 8.10 The candidates referred at Para 8.1, 8.2 and 8.3 above who are eligible for scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 8.11 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 8.12 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. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 8.13 The PwBD/PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by User Department. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

9 **Essential Educational Qualifications (As on 01-08-2024):**

- 9.1 The candidates must have passed Matriculation Examination or equivalent from a recognized Board as on or before the cut-off date *i.e.* **01-08-2024**.
- 9.2 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.
- 9.3 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 Matriculation or equivalent 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.

- 9.4 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.**

- 9.5 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.

10 **How to apply:**

- 10.1 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 of the Commission (<https://ssc.gov.in>) will be required to do so as the earlier OTR generated on the old website of the Commission (*i.e.* <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.
- 10.2 Applications must be submitted in online mode only through the website of the Commission, *i.e.* <https://ssc.gov.in>. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice. Sample proforma of One-time Registration and online Application Form are attached as **Annexure-IIIA** and **Annexure-IVA** respectively.
- 10.3 **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 the computer/mobile phone when prompted by the application module and follow the following instructions while capturing live photographs :**
- (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 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.**

(v) **Candidate shouldn't wear a cap, mask, glasses/spectacles or earphones/ headphones while capturing the photo**

- 10.4 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 instruction 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.**
- 10.5 Before submitting the Application Form, candidate must ensure that the photograph is captured as per the given instructions. If the photograph is not captured by the candidate in the desired format, his application/candidature will be rejected or cancelled.
- 10.6 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 photographs or signatures, not meeting the above requirements, will be rejected summarily.**
- 10.7 Last date and time for submission of online applications is **31-07-2024 (2300hrs).**
- 10.8 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.
- 10.9 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.
- 10.10 **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of 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.**

11 **Application Fee:**

- 11.1 Fee payable: Rs. 100/- (Rupees one hundred only).
- 11.2 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.

- 11.3 **Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Debit card.**
- 11.4 Online fee can be paid by the candidates up to **01-08-2024 (2300hrs)**.
- 11.5 Candidates who are not exempted from the fee payment must ensure that their fee has been deposited with 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 'Verify Payment' 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.
- 11.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 12 **Window for Application Form Correction [16-08-2024 to 17-08-2024 (2300hrs)]:**
- 12.1 After the closing date for receipt of online applications, the Commission will provide a period of 2 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.
- 12.2 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.
- 12.3 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.
- 12.4 **The Commission will levy a uniform correction charge of ₹200/- for making correction(s) and re-submitting modified/ corrected application for the first time and ₹500/- for making correction(s) and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.**
- 12.5 The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Debit cards.
- 12.6 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

- 12.7 The online Application Form last modified/corrected and submitted by the candidates will be treated as final application 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.
- 12.8 If the applicable correction charges are not received by the Staff Selection Commission, 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.
- 12.9 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.

13 **Centres of Examination:**

- 13.1 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:

S No.	Examination Centres and Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Bhagalpur (3201), Muzaffarpur (3205), Patna (3206), Purnea (3209), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013), Sitapur (3019), Gaya (3203)	Central Region (CR)/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. http://www.ssc-cr.org
2	Port Blair(4802), Dhanbad(4206), Jamshedpur(4207), Ranchi(4205), Balasore (Odisha) (4601), Berhampore (Odisha) (4602), Bhubaneswar (4604), Cuttack (4605), Rourkela(4610), Sambalpur (4609), Gangtok	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road,

	(4001), Asansol (4417), Burdwan (4404), Durgapur (4426), Kolkata (4410), Siliguri (4415), Dhenkanal (4611)		Kolkata, West Bengal-700020 www.sscer.org
3	Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Ernakulam (9213), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211).	Karnataka, Kerala Region (KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 www.ssckkr.kar.nic.in
4	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5 th Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 www.sscmpr.org
5	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105), Jorhat (5107), Silchar (5111), Imphal (5501), Churachandpur (5502), Ukhul (5503), Shillong (5401), Aizwal (5701), Dimapur (5301), Kohima (5302), Agartala (5601), Tezpur (5112).	North Eastern Region (NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P.O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 www.sscner.org.in
6	Dehradun (2002), Haldwani (2003), Roorkee (2006), Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406)	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 www.sscnr.nic.in

7	Chandigarh/ Mohali(1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar(J&K) (1007), Leh (1005), Amritsar (1404), Bathinda (1401), Jalandhar (1402), Patiala (1403)	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 www.sscnwr.org
8	Chirala (8011), Guntur (8001), Kakinada (8009), Kurnool (8003), Nellore (8010), Rajahmundry (8004), Tirupati (8006), Vizianagaram (8012), Vijayawada (8008), Vishakhapatnam (8007), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirappalli (8206), Tirunelveli (8207), Vellore (8208), Hyderabad (8601), Karimnagar (8604), Warangal (8603)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 www.sscsr.gov.in
9	Panaji (7801), Ahmedabad (7001), Gandhinagar (7012), Mehsana (7013), Rajkot (7006), Surat (7007), Vadodara (7002), Amravati (7201), Aurangabad (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Pune (7208), Nashik (7207)	Western Region (WR)/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 www.sscwr.net

13.2 A candidate has to give option for three centres, in the order of priority, within the same region. **No request for change of centre will be considered later under any circumstances.** Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.

13.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

13.4 The Regional Office, having jurisdiction over the Examination Centres opted by the candidate, will issue Admission Certificate to the candidates for the

examination. All other activities related to this recruitment will be handled by the said Regional Office.

14 **Scheme of Examination:**

- 14.1 For the post of MTS, the examination will consist of a Computer Based Examination (CBE) and for the post of Havaladar, the examination will consist of CBE and Physical Efficiency Test (PET)/Physical Standard Test (PST).
- 14.2 **The Computer Based Examination will be conducted in Hindi, English and in 13 regional languages viz.** (i) Assamese, (ii) Bengali, (iii) Gujarati, (iv) Kannada, (v) Konkani, (vi) Malayalam, (vii) Manipuri (Meitei or Meithei), (viii) Marathi, (ix) Odia (Oriya), (x) Punjabi, (xi) Tamil, (xii) Telugu and (xiii) Urdu.
- 14.3 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 14.4 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.
- 14.5 In case of any difference/ discrepancy/ dispute in the Questions between English and the opted language, the content of English version shall prevail.
- 14.6 **Computer Based Examination:**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
Session-I			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	Numerical and Mathematical Ability	20/60	
II	Reasoning Ability and Problem Solving	20/60	
Session-II			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	General Awareness	25/75	
II	English Language and Comprehension	25/75	

- 14.6.1 Computer Based Examination will be conducted in two Sessions: Session-I and Session-II, on the same day and both the Sessions will be mandatory.
- 14.6.2 The candidates will get 45 minutes to complete Session-I. On completion of 45 minutes, Session-I will get automatically closed.
- 14.6.3 Immediately after completion of Session-I, Session-II will start. Session-II will also be for 45 minutes and immediately on completion of 45 minutes, Session-II and, hence, the Computer Based Examination will come to an end.

- 14.6.4 Computer Based Examination will consist of Objective Type, Multiple choice questions. The questions will be set in English, Hindi, and in 13 regional languages (as per **para 14.2**) for Session-I and the General Awareness Section of Session-II.
- 14.6.5 There will be no negative marking in Session-I. In Session-II, there will be negative marking of one mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 14.6.6 Marks scored by candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
- 14.6.7 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations 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.

14.7 **Indicative Syllabus for Computer Based Examination:**

- 14.7.1 **Numerical and Mathematical Ability:** It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.
- 14.7.2 **Reasoning Ability and Problem Solving:** The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- 14.7.3 **General Awareness:** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.
- 14.7.4 **English Language and Comprehension:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based

on the paragraph to be asked.

14.7.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.

14.8 **Physical Efficiency Test (PET)/ Physical Standard Test (PST) for the post of Havaldar in CBIC and CBN:** Followings are the PET/ PST standards for the post of Havaldar in CBIC and CBN:

14.8.1 **Physical Efficiency Test (PET):**

	Male	Female
Walking	1600 meters in 15 minutes.	1 Km in 20 minutes

14.8.2 A women candidate, who as a result of tests is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her candidature will be held in abeyance until the confinement is over. Vacancies against temporary unfit candidates will be kept unfilled in the final result. Such female candidates will be re-examined for Physical Efficiency Test (PET) six weeks after the date of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner. If found fit, they may be appointed against the vacancies kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time.

14.8.3 **Physical Standard Test (PST):**The minimum physical standards for the post of Havaldar in CBIC and CBN are as follows:

14.8.3.1 **Male:**

Height	Chest
157.5 cms. (relaxable by 5 cms. in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	Chest-81 cms. (fully expanded with minimum expansion of 5 cms.)

14.8.3.2 **Female:**

Height	Weight
152 cms. relaxable by 2.5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	48 kg (relaxable by 2 Kg in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)

14.8.4 PET/ PST will be conducted by CBIC/CBN at various centres finalized by them. The candidates may be called for PET/ PST to any centre across the country.

14.8.5 Candidates may note that they must fulfill the requirements for PET/PST as prescribed in the Recruitment Rules (RRs), subject to exemption for PwBD candidates. The following exemptions are

admissible to PwBD Candidates from certain PET/ PST conditions for the permissible disabilities for the post of Havaladar.

S. No.	Suitable category for benchmark disability for post of Havaladar	Exemption in PET/PST
1.	HH	No exemption
2.	OA	No exemption
3.	OL	May be exempted from Walking
4.	OAL	May be exempted from Walking
5.	LC	May be exempted from Walking
6.	AAV	No exemption. However, if due to acid attack the candidate suffers from orthopaedic disability i.e. OA, OL, OAL, then above exemption for OA , OL and OAL will apply
7.	MD involving above categories	Above exemption for HH ,OA , OL , OAL , LC , and AAV will apply
Abbreviations used: HH = Hard of Hearing, OA= One Arm Affected, OL= One Leg Affected, OAL= One Arm & One Leg Affected, LC= Leprosy Cured, AAV = Acid Attack Victim, MD = Multiple Disabilities.		

14.8.6 Exemptions as mentioned are subject to the production of medical Certificate by PwBD candidates from a Government Medical Officer / Medical Board certifying that candidate is not able to walk.

14.8.7 The candidates who wish to avail any relaxation in PST, the requisite documents must be carried by them while appearing for PET/ PST. The scrutiny of such documents will be carried out by CBIC/CBN at the time of PET/ PST.

15 Admission to the Examination:

15.1 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.

15.2 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.

- 15.3 Admission Certificates for computer based examination will be issued online on the websites of Regional Office concerned of the Commission. Candidates are therefore advised to regularly visit the websites of the SSC-HQ (*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 (detail at **para-13.1**).
- 15.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Regional Office concerned of the Commission about two weeks before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.
- 15.5 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.
- 15.6 Facility for downloading of Admission Certificates will be available about 3-7 days before the examination on the website of Regional Office concerned. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 15.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, **Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate,** such as:
 - 15.7.1 Aadhaar Card/ Printout of E-Aadhaar,
 - 15.7.2 Voter's ID Card,
 - 15.7.3 Driving License,
 - 15.7.4 PAN Card,
 - 15.7.5 Passport,
 - 15.7.6 ID Card issued by University/ College/ School,
 - 15.7.7 Employer ID Card (Govt./ PSU),
 - 15.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
 - 15.7.9 Any other photo bearing ID Card issued by the Central/ State Government.
- 15.8 **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) 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.

15.9 PwBD/PwD candidates availing the facility of scribes as per Para 8 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.

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

16 Document Verification (DV):

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

16.2 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.

16.3 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non joining of candidates or any other reason(s) will not be filled up in that recruitment year and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.

16.4 As per the policy of the Commission, SSC does not maintain Waiting list/Reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

16.5 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at Para 15.7 above while appearing for the Document Verification.

16.6 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:

16.6.1 Matriculation/ Secondary/Equivalent Certificate.

16.6.2 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.

- 16.6.3 Caste/ Category Certificate, if belongs to reserved categories.
- 16.6.4 Persons with Disabilities Certificate in the required format, if applicable.
- 16.6.5 For Ex-Servicemen (ESM):
 - 16.6.5.1 Serving Defence Personnel Certificate as per **Annexure-VI**, if applicable.
 - 16.6.5.2 Undertaking as per **Annexure-VII**.
 - 16.6.5.3 Discharge Certificate, if discharged from the Armed Forces,
- 16.6.6 Relevant Certificate if seeking any age relaxation.
- 16.6.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 16.6.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 16.6.8.1 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;
 - 16.6.8.2 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.
 - 16.6.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 16.6.8.4 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.
- 16.6.9 Any other document specified in the Admission Certificate for DV.
- 16.7 **It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.**

17 **Preferences of Post-cum-States/ UTs/ Cadre Controlling Authorities:**

- 17.1 The candidates selected through this examination for the post of MTS will be posted in different Ministries/ Departments/ Offices of the Government of India or various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc. in various States/ UTs. The candidates will preferably be posted initially in the allotted States/ UTs. However, depending on the requirement of the User Departments, they may also be posted in different States/ UTs. Therefore, candidates should be willing to serve anywhere in India.
- 17.2 The candidates selected through this examination for the post of Havaldar in CBIC will be posted in different Cadre Controlling Authorities (CCAs) across the country. It may be noted that the candidates selected against a Cadre Controlling Authority (CCA) in CBIC will be required to serve throughout the service period in that CCA only, subject to cadre restructuring in CBIC from time to time. The territorial jurisdictions of various CCAs of CBIC are given at **Annexure-XIV**. It may be noted that the jurisdiction of Directorate General of Performance Management (DGPM), CBIC is all over India. Therefore, candidates allocated DGPM in CBIC can be posted anywhere in India. Similarly Central Bureau of Narcotics (CBN) has its HQ at Gwalior, MP and Branch offices at Neemuch, Madhya Pradesh, Lucknow, Uttar Pradesh and Kota, Rajasthan. Therefore, the candidates allocated CBN can be posted anywhere in the different offices of CBN.
- 17.3 The candidates are therefore required to give preferences of Post-cum- States/ UTs/ CCAs in the order of priority, in the online application form. Codes for giving preferences are given at **Annexure-XV**.
- 17.4 Candidates can give preferences for all the Post-cum-States/ UTs/ CCAs listed at **Annexure-XV** or give limited preferences as per their choice/ convenience. If a candidate wishes to opt for the limited preferences, then he has to fill 'no choice' i.e. 'X' in the remaining columns/ boxes for giving preferences. For example, if a candidate wishes to opt for only six preferences of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' in that order of priority, then he has to give preferences as 20,18,21,19,70,72,X,X,X.....
- 17.5 Candidates will be considered for selection against the vacancies of only those Post-cum-States/ UTs/ CCAs for which they have given their preference in the online Application Form. If a candidate has opted for all the Post-cum-States/ UTs/ CCAs, he will be considered for the vacancies of all the Post-cum-States/ UTs/ CCAs. However, if a candidate has given limited preferences, he shall be considered for the vacancies of only those Post-cum-States/ UTs/ CCAs for which he has given the preference in the online Application Form. For example if a candidate has given only six preferences of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' then he shall only be considered against the vacancies

of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' and shall not be considered for any other Post-cum-States/ UTs/ CCAs irrespective of the merit of the candidate and available vacancies in other States/ UTs/ CCAs. MTS-'Others' vacancies are not specific to any State/UT and are other than the MTS vacancies of States/UTs. For example if a candidate has given preference for MTS-'Others' only, then, he shall be considered for only MTS-'Others' vacancies and shall not be considered for MTS vacancies in other States/UTs.

17.6 Preference of Post-cum-States/ UTs/ CCAs exercised by the candidates in the online Application Form will be treated as final and no change in the preference of Post-cum-States/ UTs/ CCAs will be allowed later under any circumstances.

17.7 The candidates therefore must exercise due diligence and caution while giving preferences of Post-cum-States/ UTs/ CCAs.

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

17.9 Preferences must be given as per codes mentioned at **Annexure-XV**. If any other code(s) is used for giving preferences, the same shall not be considered.

18 Mode of selection:

18.1 The recruitment process will consist of Session-I and Session-II in Computer Based Examination (CBE).

18.2 The performance of the candidate in Session-I will be evaluated first and performance in Session-II would be evaluated only if a candidate qualifies in Session-I.

18.3 Minimum qualifying marks in Session-I and as well as in Session-II of Computer Based Examination are as follows:

18.3.1 UR : 30%

18.3.2 OBC/ EWS : 25%

18.3.3 All other categories : 20%

18.4 The recruitment process for the post of Havaldar will consist of Computer Based Examination (CBE) [as per Para 18.1 and 18.2], Physical Efficiency Test (PET)/ Physical Standard Test (PST).

18.5 For the post of MTS, there will be separate category-wise, State/ UT-wise cut-offs in Session-II. As the vacancies for MTS are in two age groups i.e. (i) 18 to 25 years and (ii) 18 to 27 years, the Commission may fix separate age group-wise, category-wise and State/ UT-wise cut-offs in CBE.

18.6 For the post of MTS, candidates will be shortlisted on the basis of their performance in Session-II of CBE. Normalized scores of the candidates will be

used to determine merit in CBE. The merit list would be prepared solely based on performance in Session-II.

- 18.7 For the post of Havaldar, candidates will be shortlisted in the ratio of 1:7 (vacancies: candidates) for appearing in PET/ PST and on the basis of their performance in Session-II of CBE. Normalized scores of the candidates will be used to determine merit in CBE. The Commission may fix CCA-wise and category wise cut offs in Session-II of CBE.
- 18.8 The candidates who fail to qualify PET/ PST will not be considered for the post of Havaldar. However, as per their merit in the CBE, their candidature will remain valid for the post of MTS.
- 18.9 For the post of MTS, based on the performance in Session-II of CBE and preference of “post cum State/UT/CCA” exercised by them, candidates will be considered for final merit list.
- 18.10 For the post of Havaldar, based on performance in Session-II of CBE, preference of “post cum State/UT/CCA” exercised by them, and subject to qualifying in PET/PST, candidates will be considered for final merit list.
- 18.11 Final selection and allocation of Post-cum-States/ UTs/ CCAs will be made on the basis of performance of the candidates in Session-II of CBE, the preference of Post-cum-States/ UTs/ CCAs given by them in the online Application Form and the age-group of the candidates. Normalized scores of the candidates in Session-II will be used to determine merit and the candidates will only be considered against the vacancies of Post-cum-States/ UTs/ CCAs for which they have given their preference in the online Application Form. In the final result, there will be a single select list for all the posts. Once a Post-cum-State/ UT/ CCA is allocated, no change will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards.
- 18.12 As the vacancies for the post of MTS are in two age groups i.e. (i) 18 to 25 years and (ii) 18 to 27 years, therefore, in the final result, there will be separate age group-wise, State/ UT-wise and category-wise cut-offs. For the candidates who are eligible for both the age-groups, vacancies will first be filled in the age-group of 18-25 years.
- 18.13 Further allocation of Ministries/ Department/ Offices in the allocated States/ UTs for the post of MTS will be made by the Regional Offices of the Commission by using the standard methodology.
- 18.14 Candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, EWS, ESM and PwBD categories may be qualified by applying relaxed standards if the Commission is of the opinion that sufficient numbers of candidates of these categories are not likely to be available in order to fill up the vacancies reserved for these categories.

- 18.15 SC, ST, OBC, EWS, ESM, and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ESM, EWS and PwBD candidates.
- 18.16 SC, ST, OBC, EWS, ESM, and PwBD candidate who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 18.17 A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 18.18 Success in the examination confers no right of appointment unless 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.
- 18.19 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(s), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- 18.20 Candidates on final selection may be required to acquire the proficiency in local language of the allotted State/UT/CCA for confirmation of a candidate to the allotted post by the User Ministry/ Department/ Office concerned.
- 18.21 If a candidate scoring more than cut-off marks in any stage of the examination, is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the concerned Regional Office within 30 days from the date of declaration of result. Representation received in this regard after stipulated period will not be entertained.

- 18.22 If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.
- 18.23 The result will be declared only once by the Commission and no further nomination of candidates would be made in the event of vacancies left unfilled due to non-availability of suitable candidates, rejection of candidates during Document Verification by the User Departments, non-joining of candidates subsequent to the conduct of Document Verification by the User Departments, or any other reason. In such cases, the Departments may take further action regarding carrying forward of vacancies to the subsequent vacancy year in accordance with the extant rules.
- 18.24 **There shall not be any Waiting List/Reserve List after the declaration of Final Result.**

19 Resolution of Tie Cases:

- 19.1 In cases where more than one candidate secures the equal aggregate marks in session-II, tie will be resolved by applying the following methods, one after another, till the tie is resolved:
- 19.1.1 Marks in General Awareness of Session-II.
- 19.1.2 Total normalized marks in Session-I.
- 19.1.3 Date of birth i.e. the candidate older in age gets preference.
- 19.1.4 Alphabetical order of the names.

20 Action against candidates found guilty of misconduct:

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

S No.	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years

5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his candidature by any irregular or improper means in connection with his candidature.	3 Years
7	Possession of Mobile Phone either in 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, or any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

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

- 21 **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, selection and allotment of posts/ organizations to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 22 **Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of Regional Office concerned of SSC where the candidate has appeared in the examination(s).
- 23 In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job

opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (Gen/SC/ST/OBC/EWS/PH/Minority) (v) Gender of the candidate. (vi) Educational Qualification. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or else have inadvertently not exercised their option will be made available on the website of the Commission.

- 24 **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.

25 **Important Instructions to Candidates:**

(a)	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.
(b)	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.
(c)	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 of the Commission (i.e., 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.
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore,

	<p>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.</p>
(e)	<p>Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM/PwBD 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.</p>
(f)	<p>Candidates with benchmark physical disability will be considered as Persons with Disabilities (PwBD) and entitled to age-relaxation/ reservation for Persons with Benchmark Disabilities.</p>
(g)	<p>When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission.</p>
(h)	<p>Fee payable: ₹ 100/- (Rupees one hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), ESM eligible for reservation and Persons with Benchmark Disability (PwBD) are exempted from payment of fee.</p>
(i)	<p>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.</p>
(j)	<p>After the closing date for receipt of online applications, the Commission will provide a period of days to enable candidates to correct/ modify online</p>

	application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at Para-12 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.
(k)	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.
(l)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Commission.
(m)	Applications with inappropriate photographs or blurred/miniature signatures, not as per instructions, will be rejected summarily.
(n)	<p>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. The candidate 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 photograph 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.</p> <p>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:</p> <p>(i) Find a place with good light and plain background.</p> <p>(ii) Ensure the camera is at eye level before taking the photo.</p> <p>(iii) Position himself directly in front of the camera and look straight ahead.</p>

	<p>(iv) Ensure that his 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.</p> <p>(v) Candidates shouldn't wear a cap, mask, glasses/ spectacles or earphones/ headphones while capturing the photo</p> <p>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.</p>
(o)	Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(p)	<p>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. 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 are captured will be rejected.</p>
(q)	<p>Candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Voter ID Card, Driving License, PAN Card, Passport, Identity Card issued by University/ College/ School, Employer ID Card (Govt./PSU), ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate (as listed at para-15.7) in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwBD/PwD candidates using the facility of scribes as per Para 8 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.</p>

(r)	Candidates must be careful in giving preference of state(s)/UT(s)/CCA(s) while submitting the online application. A candidate will not be considered for a post and state(s)/UT(s)/CCA(s), if he does not indicate his preference for it. Preference once submitted shall be treated as final and will not be changed subsequently under any circumstances. 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.
(s)	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.
(t)	If a candidate scoring more than cut-off marks in any stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Regional Office concerned of the Commission within 30 days of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
(u)	If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year after declaration of result, he must communicate immediately thereafter with the User Department concerned.
(v)	In the online application form, candidates are required to capture photograph using the application module and not to have a pre-existing photograph of himself/herself. The frontal view of the face should be clearly visible. If the photograph is not captured by the candidate in the desired format, his application/ candidature will be rejected.
(w)	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/wrong declaration shall lead to cancellation of candidature.
(x)	Candidates are requested to check the website of the Commission, viz., https://ssc.gov.in as well as website of the concerned Regional Office regularly for the latest updates in respect of the examination including those related to date of examination, vacancy position, etc.
(y)	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination: (i) Toll Free Help Desk (SSC-HQ) 1800 309 3063

(ii) SSC (CR), Allahabad 0532 -2406000, 9452424060
(iii) SSC (ER), Kolkata 09477461228, 033 22902230
(iv) SSC (KKR), Bengaluru 080 25502520, 09483862020
(v) SSC (MPR), Raipur 0771 2282507, 0771 2282678
(vi) SSC (NER), Guwahati 09085073593, 09085015252
(vii) SSC (NR), New Delhi 011 24363343
(viii) SSC (NWR), Chandigarh 0172 2749378, 0172 2744366
(ix) SSC (SR), Chennai 09445195946, 044 28251139
(x) SSC (WR), Mumbai 09869730700, 07738422705

Under Secretary to Govt. of India
Dated 27-06-2024