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

Notice

Multi-Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, 2022

Dates for submission of online applications	18-01-2023 to 17-02-2023
Last date and time for receipt of online applications	17-02-2023 (23:00)
Last date and time for making online fee payment	19-02-2023 (23:00)
Last date and time for generation of offline Challan	19-02-2023 (23:00)
Last date for payment through Challan (during working hours of Bank)	20-02-2023
Dates of 'Window for Application Form Correction' and online payment of Correction Charges	23-02-2023 to 24-02-2023 (23:00)
Schedule of Computer Based Examination	April, 2023

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

F.No.HQ-PPI03/26/2022-PP_1-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 Havaldar (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 : 10880 (approx.)#

Havaldar in CBIC and CBN : 529*

#Updated/detailed vacancies will be made available on the website of the Commission (https://ssc.nic.in->Candidate's Corner-> Tentative Vacancy).

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

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 Disabilities (PwBD) candidates:**

4.1 The post of 'Multi-Tasking Staff (Non-Technical)' has been identified suitable for following benchmark disabilities:

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 disabilities, functional classification and Physical requirement for the post of Havaldar in CBIC and CBN are as follows:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Havaldar	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:

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm Affected, OL=One Leg Affected, BA=Both Arms 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.

Physical Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

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 Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or

(e) 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), (d) and (e) 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/ her by the Government of India.

6 **Age Limit (As on 01-01-2023):**

6.1 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 02.01.1998 and not later than 01.01.2005) for MTS and Havaldar in CBN (Department of Revenue).

6.1.2 18-27 years (i.e. candidates born not before 02.01.1996 and not later than 01.01.2005) for Havaldar in CBIC (Department of Revenue) and few posts of MTS.

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 and 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. 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 **<u>Process of certification and format of certificates:</u>**

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 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.

7.4 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

7.5 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 certificate as per **Annexure-IA** and **Annexure-IB**.

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 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**. 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**. 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.

8.7 Own 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.

8.8 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.

8.9 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.

8.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

8.11 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass

will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

8.12 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 17-02-2023):**

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. 17-02-2023.

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 concerned Indenting Departments/ Organizations 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/ University by the specified date. Mere processing of the**

result by the Board/ University 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 Applications must be submitted in online mode at the website of the Commission i.e. https://ssc.nic.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.

10.2 In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], **the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible**.

10.3 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/ photograph not acceptable is also given at **Annexure-V.**

10.4 Last date and time for submission of online applications is 17-02-2023 (23:00 hours).

10.5 **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.**

10.6 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.

10.7 **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form.**

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 Disabilities (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

11.3 Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or through cash in SBI Branches by generating SBI Challan.

11.4 Online fee can be paid by the candidates up to **19-02-2023 (23.00 hours)**. However, candidates who wish to make cash payment through Challan of SBI, may make the payment in cash at the Branches of SBI within the working hours of bank up to **20-02-2023** provided the Challan has been generated by them before **19-02-2023 (23.00 hours).**

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 '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.

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 [23-02-2023 to 24-02-2023 (23:00 hours)]:**

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 Credit or 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 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 SSC, status of Application Form is shown as '**Incomplete**' and this information is printed on the top of the Application Form printout. Such application shall not be accepted and the previously submitted application will remain valid.

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)	**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), Dhenkenal (4611), Rourkela (4610), Sambalpur (4609), Gangtok (4001), Asansol (4417), Burdwan (4404), Durgapur (4426), Kalyani (4419), Kolkata (4410), Siliguri (4415)	**Eastern Region (ER)**/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1st MSO Building, (8th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 (www.sscer.org)
3	Kavaratti (9401), Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Ernakulam (9213), Kannur (9202), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211).	**Karnataka, Kerala Region (KKR)**/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)

4	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	**Madhya Pradesh Sub-Region (MPR)**/ Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5th 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), Churachandpur (5502), Imphal (5501), Ukhrul (5503), Shillong (5401), Aizwal (5701), Dimapur (5301), Kohima (5302), Agartala (5601)	**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), Kota (2407), Udaipur(2409), Sikar (2411)	**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), Ambala (1801), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar (J&K) (1007), Leh (Ladakh) (1005), Amritsar (1404), 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),	**Southern Region (SR)**/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road,

	Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirapalli (8206), Tirunelveli (8207), Vellore (8208), Hyderabad (8601), Karimnagar (8604), Warangal (8603)		Chennai, Tamil Nadu-600006 (www.sscsr.gov.in)
9	Panaji (7801), Ahmedabad (7001), Anand (7011), Gandhinagar (7012), Mehsana (7013), Rajkot (7006), Surat (7007), Vadodara (7002), Amravati (7201), Aurangabad (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208)	**Western Region (WR)**/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1st 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 candidate for the examinations. All other activities related to this recruitment will be handled by the said Regional Office.

14 **Scheme of Examination:**

14.1 The examination will consist of a Computer Based Examination, Physical Efficiency Test (PET)/ Physical Standard Test (PST) (only for the post of Havaldar).

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, (viii) Marathi, (ix) Odia, (x) Punjabi, (xi) Tamil, (xii) Telugu and (xiii) Urdu **(Annexure-XV).**

14.3 Computer Based Examination will be conducted in two Sessions: Session-I and Session-II and both the Sessions will be mandatory to be attempted. Not attempting any session will disqualify the candidate.

14.4 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.

14.5 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

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 consist of Objective Type, Multiple choice questions. The questions will be set in English, Hindi, and in 13 regional languages (as per details in **Annexure-XV**) for Session-I and the General Awareness Section of Session-II.

14.6.2 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.

14.6.3 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.

14.6.4 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 stipulated time limit on payment of Rs 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized 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 Havaldar.

S. No.	Suitable category for benchmark disability for post of Havaldar	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 candidates suffer 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, OL= One Leg, OAL= One Arm & One Leg, 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 be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the 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.nic.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.

15.11 Applications with blurred photograph and/or signature will be rejected.

16 **Document Verification (DV):**

16.1 In view of the decision of the Government to expedite the recruitment process, Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.

16.2 Candidates will have to submit copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:

16.2.1 Matriculation/ Secondary Certificate.

16.2.2 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.

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

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

16.2.5 For Ex-Servicemen (ESM):

16.2.5.1 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.

16.2.5.2 Undertaking as per **Annexure-VIII.**

16.2.5.3 Discharge Certificate, if discharged from the Armed Forces,

16.2.6 Relevant Certificate if seeking any age relaxation.

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

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

16.2.8.1 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;

16.2.8.2 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.

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

16.2.8.4 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.

16.2.9 The 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 subsequent to the conduct of Document Verification by the User Departments

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-XVI**. 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-XVII**.

17.4 Candidates can give preferences for all the Post-cum-States/ UTs/ CCAs listed at **Annexure-XVII** 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- 'All India' 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- 'All India' 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- 'All India' 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.

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-XVII. 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 for the post of MTS 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), 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 1:5 (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 As per the provisions at Para-18.4, 18.5 and 18.6 above, there will be two separate lists of candidates for the posts of MTS and Havaldar. Therefore, common candidates may get shortlisted for the posts of MTS and Havaldar.

18.9 The candidates who fail to qualify PET/ PST will not be considered for the post of Havaldar. However, if the candidate is also shortlisted for the post of MTS, his candidature will remain valid for the post of MTS.

18.10 For the post of MTS, based on the performance in Session-II of CBE, candidates will be considered for final merit list.

18.11 For the post of Havaldar, based on performance in Session-II of CBE and subject to qualifying in PET/ PST, candidates will be considered for final merit list.

18.12 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.

18.13 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.

18.14 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.

18.15 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.

18.16 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.

18.17 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.

18.18 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.

18.19 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.

18.20 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.

18.21 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.

18.22 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 60 days from the date of declaration of result. Representation received in this regard after stipulated period will not be entertained.

18.23 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.

18.24 The 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 subsequent to the conduct of Document Verification by the User Departments. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

19 **Resolution of Tie Cases:**

19.1 In cases where more than one candidate secures the equal aggregate marks, 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 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/ equipments.	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 Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his 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.

Important Instructions to Candidates:

(a)	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
(b)	**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)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the 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.
(d)	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.
(e)	Candidates with benchmark physical disability will be considered as Persons with Disabilities (PwBD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
(f)	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.
(g)	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 disability (PwBD) are exempted from payment of fee.
(h)	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.
(i)	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. 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.
(j)	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.
(k)	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.
(l)	**Applications with miniature/ blurred Photograph and/ or photos not as per format will be summarily rejected. Similarly, applications with miniature/ blurred Signature will be rejected.**
(m)	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.
(n)	The 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.
(o)	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.
(p)	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 two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
(q)	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.
(r)	In the online application form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and frontal view of the face should be clearly visible. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at **Annexure-V**.

Under Secretary (P&P-I)
Dated 18-01-2023

Annexure-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owning to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR).

Annexure-IA

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Annexure-IB

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

Annexure-II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No._____ at _____ (name of the centre) in the District _____, _____(name of the State/ UT). My qualification is _____.

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

I do hereby undertake that his/ her qualification is _____. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:
Date:

Annexure-III

(Procedure for filling online Application)

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

I. One Time Registration
II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
    a. Mobile Number (to be verified through OTP)
    b. Email ID (to be verified through OTP).
    c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
        i. Voter ID Card
        ii. PAN
        iii. Passport
        iv. Driving License
        v. School/ College ID
        vi. Employer ID (Govt./ PSU/ Private)
    d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
    e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on https://ssc.nic.in.
4. One-Time Registration process requires filling up of following information:
    a. Basic details
    b. Additional and contact details
    c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
    a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc.) are required to be entered twice, in the relevant columns of the Registration Form to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be given in red text.
    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
    c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
    e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th

Class) Certificate.

f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
g. S No-6: Matriculation (10th Class) Examination Details which include:
    i. Name of Education Board
    ii. Roll Number
    iii. Year of passing
h. S No-7: Gender
i. S No-8: Level of Educational Qualification (highest).
j. S No-9: Your Mobile Number which must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
k. S No-10: Your Email ID which must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
l. Provide detail of State/ UT of your Permanent Address.
m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
p. After successful password change, you need to login again using your Registration Number and changed password.
q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.
r. S No-11: Provide information about your Category.
s. S No-12: Provide information about your Nationality
t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to the last Part of the Registration Process.
w. Save the information provided. Take draft printout and review the information filled in the Registration Form carefully, before 'Final Submit'.

x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.

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 our 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.**

8. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? *	○ Yes ◉ No
1a. Aadhaar Number	Aadhaar Number should be same as mentioned in Aadhaar Card
1b. Verify Aadhaar Number	
1c. Type of ID *	Driving License Type of ID and ID Number to be provided if you don't want to give Aadhaar number
1d. ID Number *	BRHPK3731M
2a. Name *	SAMPLE NAME 1. Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)
2b. Verify Name *	SAMPLE NAME
2c. Have you ever changed Name?	○ Yes ◉ No
2d. New Name / Changed Name	
3a. Father's Name *	SAMPLE FATHER NAME 1.Father's Name should be same as mentioned in Matriculation Certificate 2.Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc)
3b. Verify Father's Name *	SAMPLE FATHER NAME
4a. Mother's Name *	SAMPLE MOTHER NAME 1.Mother's Name should be same as mentioned in Matriculation Certificate 2.Please enter name without any salutation (i e Mrs/ Smt/ Late/ Dr/ Prof etc)
4b. Verify Mother's Name *	SAMPLE MOTHER NAME
5a. Date Of Birth (DD/MM/YYYY) *	02/07/1998 Date Of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	02/07/1998
6. Matriculation (10th Class) Examination details :	
(i). Education Board *	Central Board of Secondary Education (CBSE) Education Board of Matriculation Examination
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE)
(iii). Roll Number *	301739 1. Roll Number should be same as mentioned in Matriculation Certificate 2. Only / and - are allowed , Please enter Roll number without any other special character(s) 3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *	301739
(v). Year of Passing *	2013
(vi). Verify Year of Passing *	2013
7a. Gender *	(●) Male ( ) Female ( ) Transgender
7b. Verify Gender *	(●) Male ( ) Female ( ) Transgender
8. Level of Educational Qualification *	Graduation
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com
• State / UT of Permanent Address *	Delhi

Save Reset Close

ADDITIONAL AND CONTACT DETAILS

Edit

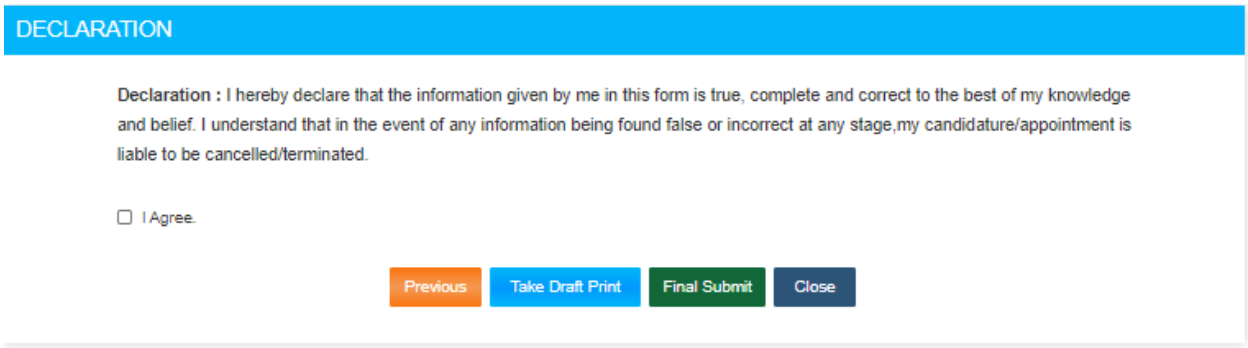
11a. Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
11b. Verify Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
12. Nationality *	Citizen of India
13. Identification Marks*	MOLE ON RIGHT CHEEK
14a. Are you a Person with Benchmark Disability (PwBD)? *	( ) Yes (●) No
14b. Type of Disability	--Select--

NOTE
VH: Blindness and low vision.
HH: Deaf and hard of hearing.
OH: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
Others: Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number	
15a. Permanent Address *	SAMPLE PERMANENT ADDRESS
15b. State/ UT *	Punjab
15c. District *	Patiala
15d. PIN Code *	140401
16. Is Present Address same as Permanent Address?	(●) Yes ( ) No
17a. Present Address *	SAMPLE PERMANENT ADDRESS
17b. State/ UT *	Punjab
17c. District *	Patiala
17d. PIN Code *	140401
18. Contact details for other nationals	

Previous | Save | Next | Reset | Close

Annexure-IIIA (4/4)



Annexure-IV

Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:
    a. Recent scanned colour passport size photograph (**i.e. not more than three months old from the date of publication of the Notice of Examination**) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and frontal view of the face should be visible. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-V**
    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 Board, etc.
2. Login to online system through your 'Registration Number' and password.
3. Click 'Apply' link in '**Multi-Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, 2022'** section under 'Latest Notifications' tab.
4. Information in columns at S No-1 to 14 will be filled automatically from your One-time Registration Data which is non-editable. **However, if you want to modify any of the One-time Registration details, click on 'Modify Registration' tab provided at the left-hand top corner of your dashboard and make suitable corrections before proceeding further**.
5. S No-15: Give your preference of Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
6. S No-16: Choose the language in which you want to take Computer Based Examination.
7. S No-17: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen and therefore they should select 'No'.
8. S No-18.1: Provide information on whether you are suffering from Bechmark Disabilities in mentioned categories. (Please refer Para 8.1 of the Notice of Examination)
9. S No-18.2: Indicate if you have physical limitation to write. Please go through Para-8.2 and 8.3 of the Notice of Examination for more information.
10. S No-18.3 to 18.5: If you are eligible for availing the facility of scribe as per Para-8 of the Notice of examination, provide information about the requirement of scribe.
11. S No-19: If you are seeking age relaxation, select appropriate age-relaxation category.
12. S No-20: Indicate your preferences for the Post-cum-States/ UTs/ CCAs in the order of priority. You are advised to give as many preferences of States/ UTs /

CCAs as you may like.

13. S No-21: Indicate your highest qualification.
14. S No-22: Provide details of the qualifying educational qualification.
15. S No-23: Please see Notice of Examination, Para No. 23 and fill up accordingly.
16. S No-24, 25 and 26: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration data.
17. Upload your recent Photograph without spectacles/cap (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1a above. Applications with blurred photograph will be rejected. **Specimen of Photographs acceptable/ not acceptable is given at Annexure-V. Candidates may refer to the same.**
18. Upload your signature as specified at S.No.-1b above. **Applications with blurred signatures will be rejected.**
19. S No-27: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.
20. Go through the declaration carefully and click on "I agree" check box if you accept the same. Fill up Captcha code.
21. Preview and verify the information provided by you. If you want to modify any entry, click on 'Edit/ Modify' button and make requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.
22. Proceed to make fee payment if you are not exempted from payment of fee.
23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan. Refer Para-11 of the Notice of Examination for further information on the payment of fee.
24. When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as '**Application Received** (**Contents Not Verified**)'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

MULTI TASKING (NON-TECHNICAL) STAFF, AND HAVALDAR (CBIC & CBN) EXAMINATION, 2022

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	02/07/1998
6. Age as on 01/01/2023:	24.5
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwBD)? :	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	301739
14. Matriculation (10th Class) Year of Passing:	2013
15. Preference of Examination Centres:*	Center 1 / Center 2 / Center 3
16. Medium for Computer Based Examination (CBE): *	--Select--
Verify Medium for Computer Based Examination (CBE):	--Select--
17.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	○ Yes ○ No
17.2. Date of Joining the Armed Forces (DD/MM/YYYY):	
17.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):	
17.4. Length of service in the Armed Forces:	

17.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM): ○ Yes ○ No

Please refer to the Notice of Examination, Para-6.4

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

18.1. Are you a person with benchmark disabilities (40% or more) in the following categories:
(i) Blindness (VH) and/or
(ii) Both Arms Affected (BA) and/or
(iii) Cerebral Palsy (CP)? ○ Yes ○ No

Please refer para 8.1 of the Notice

18.2.Do you have a physical limitation to write as per para 8.2 and 8.3 of the Notice?: ○ Yes ○ No

18.3. Whether scribe is required?: ○ Yes ○ No

Please see Para - 8 of the Notice

18.4. Will you make your own arrangement of Scribe?: ○ Yes ○ No

18.5. If Scribe is to be arranged by SSC, then indicate medium: Please Select

19.1. Whether seeking Age Relaxation? :* ○ Yes ○ No

19.2. If Yes, Age Relaxation code: --Select Age Relaxation Code--
Please see Para - 6.2 of the Notice

State(s) / U.T.(s)/ CCA(s)

Codes	State(s) / U.T.(s)/ CCA(s)	Codes	State(s) / U.T.(s)/ CCA(s)	Codes	State(s) / U.T.(s)/ CCA(s)
11	Chandigarh : Havaldar-CGST	32	Odisha : MTS	53	Dadra and Nagar Haveli and Daman and Diu : MTS
12	Chandigarh : MTS	33	Sikkim : MTS	54	Goa : MTS
13	Haryana : MTS	34	West Bengal : MTS	55	Gujarat : MTS
14	Himachal Pradesh : MTS	35	Guwahati : Havaldar-CGST	56	Maharashtra : MTS
15	Jammu and Kashmir : MTS	36	Arunachal Pradesh : MTS	57	Chennai : Havaldar-CGST
16	Ladakh : MTS	37	Assam : MTS	58	Hyderabad : Havaldar-CGST
17	Punjab : MTS	38	Manipur : MTS	59	Chennai : Havaldar-Customs
18	Delhi : Havaldar-CGST	39	Meghalaya : MTS	60	Visakhapatnam : Havaldar-Customs
19	Jaipur : Havaldar-CGST	40	Mizoram : MTS		
20	Delhi : MTS	41	Nagaland : MTS	61	Andhra Pradesh : MTS

20. Preference of State(s)/ UT(s)/ CCA(s): *

Reset

Filling of all preferences is mandatory. However, if you want to give limited preferences then enter 'X' in remaining boxes.

21. Highest Educational Qualification: * --Select--

22. Details of Qualifying Educational Qualification:* --Select Education--

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
--Select Statu	--Select Year-	--Select State--	--Select a Board/ Univers			

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

Please see Para - 23 of the Notice

24. Correspondence Address: Sample Permanent Address

State: Punjab

District: Patiala

Pin: 140401

25. Permanent Address Sample Permanent Address

State: Punjab

Pin: 140401

Mobile Number: 8111111111

Email: adityaxii@gmail1.com

26. Contact Details for Other Nationals:

Photograph And Signature

Upload a photograph without Spectacles/Cap taken on or after 18-Oct-2022 *
Allowed File Size: 20 KB to 50 KB
Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)
Choose File No file chosen

Upload Signature *
Allowed File Size: 10 KB to 20 KB
Format: JPEG/ JPG
Image Size: About 4.0 cm (width) x 2.0 cm (height)
Choose File No file chosen

27. Whether the photograph has been taken on or after 18-Oct-2022? : ○ Yes ○ No

Declaration

1. I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found supressed/ false or incorrect at any stage or ineligibility being detected before or after the Examination, my candidature/ appointment is liable to be cancelled. I am willing to serve anywhere in India.

3. I declare that the photograph uploaded in the Application Form has been taken on or after the stipulated dated.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.*

*Verification will be subject to authorization from competent authority.

☐ I Agree

Try Another

ENTER TEXT

Preview Reset Close

Annexure-V

Specimen of Photographs

Acceptable Photograph

Samples of photographs which are not acceptable

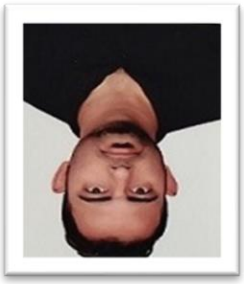
Extra Colour

Too close

With hat/cap

Blur Photographs

Inverted



Too dark

With goggles

Facing Sideways

Too Small

With spectacles

Annexure-VI

CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs._____ with 3 years regular service in the grade as on closing date.

This office has no objection for his/ her appearing in the Multi Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, _____'.

Signature _____

Name_____

Office Seal

Place:

Date:

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

Annexure-VII

CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.) _____(Rank)_____(Name)_____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

Annexure-VIII

UNDERTAKING TO BE GIVEN BY AN EX-SERVICEMEN

I ……., bearing Roll No……..,

appearing for the Document Verification of the …….

Examination, 20……., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……. on…… in the office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

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

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

Signature:	.....
Name:	…….
Roll Number:	.....
Date:	…….
Date of appointment in Armed Forces:	…….
Date of Discharge:	…….
Last Unit/ Corps:	…….
Mobile Number:	…….
Email ID:	…….

Annexure-IX

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the district in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(*The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town*_____ in District/Division *_____ of the State/ Union Territory* _____

belongs to the Caste/Tribes_____ which is recognized as a Scheduled Castes/ Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951*_____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____Father/mother of Shri/Srimati/Kumari*_____of village/town*_____ in District/Division* _____of the State/Union Territory*_____ who belong to the _____ Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* issued by the_____dated_____.

%3. Shri/Shrimati/Kumari and /or * his/ her family ordinarily reside(s) in village/town*_____ of _____ District/Division* _____of the State/Union Territory of _____

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/ Tribe Certificates**:

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional

Deputy Commissioner/ Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

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

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure-X

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/ town _____

in District/Division _____ in the State/ Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

---

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Annexure-XI

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____son/daughter/wife of _____permanent resident of _____, Village/Street_____PostOffice_____District_____ _in the State/ Union Territory_____Pin Code_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III Residential plot of 100 sq. yards and above in notified municipalities;

IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

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

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

Annexure-XII

Form-V
Certificate of Disability
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female - _____ registration No. _____permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of notified Medical Authority)

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

Annexure-XIII

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson’s disease			

19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

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

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

3. Reassessment of disability is :

(i) not necessary,

or

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

(DD) (MM) (YY)

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

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

Signature/thumb impression of the person in

whose favour certificate of disability is issued.

Annexure-XIV

Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. Date:

This is to certify that I have carefully examined

Shri/ Smt./ Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)_____ _____ ____ Age _____ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……..number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson’s disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg. Left/Right/both arms/legs
# - eg. Single eye/both eyes
€ - eg. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

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

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

Signature/thumb impression of the person in

whose favour certificate of disability is issued

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

Annexure-XV

LANGUAGES FOR COMPUTER BASED EXAMINATION

S No	Language	Code
1	Hindi	01
2	English	02
3	Assamese	03
4	Bengali	04
5	Gujarati	07
6	Kannada	08
7	Konkani	10
8	Malayalam	12
9	Manipuri (also Meitei or Meithei)	13
10	Marathi	14
11	Odia (Oriya)	16
12	Punjabi	17
13	Tamil	21
14	Telugu	22
15	Urdu	23

Annexure-XVI

Territorial Jurisdiction of CBIC CCAs

S No	Cadre Control Authority Type	Name of the Cadre Control Authority	State(s)/ UT(s) under jurisdiction of the Cadre Control Authority
1	CGST	Bangalore	Karnataka
2	CGST	Bhopal	Madhya Pradesh, Chhattisgarh and parts of Maharashtra under Nagpur CCA except areas under Aurangabad and Nashik.
3	CGST	Bhubaneshwar	Odisha
4	CGST	Chandigarh	Punjab, Himachal Pradesh, Chandigarh, J&K and Ladakh
5	CGST	Chennai	Tamilnadu and Puducherry
6	CGST	Thiruvananthapuram	Kerala and Lakshadweep
7	CGST	Delhi	Delhi and Haryana
8	CGST	Goa	Goa
9	CGST	Hyderabad	Telangana and Andhra Pradesh
10	CGST	Jaipur	Rajasthan
11	CGST	Kolkata	West Bengal, Andaman and Nicobar Islands and Sikkim.
12	CGST	Lucknow	Uttar Pradesh and Uttarakhand
13	CGST	Mumbai	Maharashtra (Commissionerates under Mumbai CGST) excluding Commissionerates under Pune CGST and Nagpur CGST
14	CGST	Nagpur	Nagpur CCA - Areas under Commissionerate of Aurangabad and Nashik
15	CGST	Pune	Maharashtra (Commissionerates under Pune CGST) excluding Commissionerates under Mumbai CGST and Nagpur CGST
16	CGST	Ranchi	Bihar and Jharkhand
17	CGST	Guwahati	Meghalaya, Manipur, Arunachal Pradesh, Assam, Mizoram, Nagaland and Tripura
18	CGST	Vadodara	Gujarat, Dadra and Nagar Haveli and Daman and Diu
19	Customs	Chennai	Tamil Nadu and Puducherry
20	Customs	Thiruvananthapuram	Kerala and Lakshadweep
21	Customs	Goa	Goa
22	Customs	Kolkata	West Bengal, Andaman and Nicobar Islands
23	Customs	Mumbai	Maharashtra (except areas under Nagpur CGST CCA)
24	Customs	Visakhapatnam	Andhra Pradesh
25	Directorate	DGPM	All states/ UTs
26	Directorate	CBN	CBN has its HQ at Gwalior and Branch offices at Neemuch in Madhya Pradesh, Lucknow in Uttar Pradesh and Kota in Rajasthan.

Annexure-XVII

Post	Name of State/ UT/ CCA	State/ UT/ CCA	Code	Region
Havaldar-CGST	Chandigarh	CCA	11	NWR
MTS	Chandigarh	UT	12	NWR
MTS	Haryana	State	13	NWR
MTS	Himachal Pradesh	State	14	NWR
MTS	Jammu and Kashmīr	State	15	NWR
MTS	Ladakh	UT	16	NWR
MTS	Punjab	State	17	NWR
Havaldar-CGST	Delhi	CCA	18	NR
Havaldar-CGST	Jaipur	CCA	19	NR
MTS	Delhi	State	20	NR
MTS	Rajasthan	State	21	NR
MTS	Uttarakhand	State	22	NR
Havaldar-CGST	Lucknow	CCA	23	CR
MTS	Bihar	State	24	CR
MTS	Uttar Pradesh	State	25	CR
Havaldar-CGST	Bhubaneshwar	CCA	26	ER
Havaldar-CGST	Kolkata	CCA	27	ER
Havaldar-CGST	Ranchi	CCA	28	ER
Havaldar-Customs	Kolkata	CCA	29	ER
MTS	Andaman and Nicobar Islands	UT	30	ER
MTS	Jharkhand	State	31	ER
MTS	Odisha	State	32	ER
MTS	Sikkim	State	33	ER
MTS	West Bengal	State	34	ER
Havaldar-CGST	Guwahati	CCA	35	NER
MTS	Arunachal Pradesh	State	36	NER
MTS	Assam	State	37	NER
MTS	Manipur	State	38	NER
MTS	Meghalaya	State	39	NER
MTS	Mizoram	State	40	NER
MTS	Nagaland	State	41	NER
MTS	Tripura	State	42	NER
Havaldar-CGST	Bhopal	CCA	43	MPR
MTS	Chhattisgarh	State	44	MPR
MTS	Madhya Pradesh	State	45	MPR
Havaldar-CGST	Goa	CCA	46	WR
Havaldar-CGST	Mumbai	CCA	47	WR
Havaldar-CGST	Nagpur	CCA	48	WR
Havaldar-CGST	Pune	CCA	49	WR
Havaldar-CGST	Vadodara	CCA	50	WR

Post	Name of State/ UT/ CCA	State/ UT/ CCA	Code	Region
Havaldar-Customs	Goa	CCA	51	WR
Havaldar-Customs	Mumbai	CCA	52	WR
MTS	Dadra and Nagar Haveli and Daman and Diu	UT	53	WR
MTS	Goa	State	54	WR
MTS	Gujarat	State	55	WR
MTS	Maharashtra	State	56	WR
Havaldar-CGST	Chennai	CCA	57	SR
Havaldar-CGST	Hyderabad	CCA	58	SR
Havaldar-Customs	Chennai	CCA	59	SR
Havaldar-Customs	Visakhapatnam	CCA	60	SR
MTS	Andhra Pradesh	State	61	SR
MTS	Tamil Nadu and Puducherry	State	62	SR
MTS	Telangana	State	63	SR
Havaldar-CGST	Bangalore	CCA	64	KKR
Havaldar-Customs	Thiruvananthapuram (Cochin)	CCA	65	KKR
Havaldar-CGST	Thiruvananthapuram (Cochin)	CCA	66	KKR
MTS	Karnataka	State	67	KKR
MTS	Kerala	State	68	KKR
MTS	Lakshadweep	UT	69	KKR
Havaldar-Directorate	CBN	CCA	70	
Havaldar-Directorate	DGPM	CCA	71	
MTS	All India	All India	72	

Annexure-XVIII

Details of Vacancies (Havaldar in CBIC and CBN)												
S.No	**CCA Type**	**Cadre Control Authority (CCA)**	**UR**	**SC**	**ST**	**OBC**	**EWS**	**Total**	**Ex-Serviceman**	**OH**	**HH**	**VH**	**PwBD-Other**
1	CGST	Aurangabad	0	0	0	0	0	0	0	0	0	0	0
2	CGST	Bengaluru	0	0	0	0	0	0	0	0	0	0	0
3	CGST	Bhopal	0	0	0	3	1	4	0	0	0	0	0
4	CGST	Bhubaneshwar	1	0	0	1	0	2	0	0	0	0	0
5	CGST	Chandigarh	0	0	0	0	0	0	0	0	0	0	0
6	CGST	Chennai	16	5	2	14	4	41	4	1	1	0	0
7	CGST	Delhi	3	1	0	1	0	5	0	0	0	0	0
8	CGST	Goa	9	1	1	3	1	15	0	0	0	0	0
9	CGST	Guwahati	1	0	1	0	0	2	0	0	0	0	0
10	CGST	Hyderabad	3	2	1	1	1	8	1	0	0	0	0
11	CGST	Jaipur	0	0	0	0	0	0	0	0	0	0	0
12	CGST	Kolkata	0	0	0	0	0	0	0	0	0	0	0
13	CGST	Lucknow	77	54	1	40	19	191	19	2	2	0	3
14	CGST	Mumbai	4	0	1	0	0	5	1	0	0	0	0
15	CGST	Pune	0	1	2	0	0	3	0	0	0	0	0
16	CGST	Ranchi	0	7	3	25	6	41	6	2	2	0	0
17	CGST	Thiruvananthapuram	3	1	1	1	0	6	1	1	0	0	0
18	CGST	Vadodara	0	0	0	0	0	0	0	0	0	0	0
19	Customs	Chennai	0	0	0	1	0	1	0	0	0	0	0
20	Customs	Goa	0	0	0	0	0	0	0	0	0	0	0
21	Customs	Kolkata	0	0	0	0	0	0	0	0	0	0	0
22	Customs	Mumbai	0	1	1	1	1	4	0	0	0	0	0
23	Customs	Thiruvananthapuram	2	0	0	0	0	2	0	0	0	0	0
24	Customs	Vishakhapatnam	0	0	0	0	0	0	0	0	0	0	0
25	Directorate	CBN	51	23	10	34	14	132	14	2	2	0	1
26	Directorate	DGPM	31	10	5	18	3	67	7	0	0	0	2
Total			**201**	**106**	**29**	**143**	**50**	**529**	**53**	**8**	**7**	**0**	**6**