



कार्मिक एवं प्रशिक्षण विभाग,  
ब्लॉक नं. 12, लोधी रोड - 110003.

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

## Notice

### **Multi Tasking (Non-Technical) Staff Examination 2020**

**Dates for submission of online applications: 05.02.2021 to 21.03.2021**

**Last date and time for receipt of online application: 21.03.2021 (23:30)**

**Last date for making online fee payment: 23.03.2021 (23:30)**

**Last date for generation of offline Challan: 25.03.2021 (23:30)**

**Last date for payment through Challan (during working hours of Bank): 29.03.2021**

**Schedule of Computer Based Examination (Tier-I): 01.07.2021 to 20.07.2021**

**Date of Tier-II Examination (Descriptive Paper): 21.11.2021**

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

F.No.3/5/2020-P&P-I (Vol-I). The Staff Selection Commission will hold a competitive examination for recruitment of Multi Tasking Staff (in Pay Level-1 as per Pay Matrix of 7<sup>th</sup> Pay Commission), a General Central Service Group ‘C’ Non-Gazetted, Non-Ministerial post in various Ministries/ Departments/ Offices of the Government of India, in different States/ Union Territories.

### **2 Vacancies:**

2.1 Details about vacancies will be provided in due course. Updated vacancies, if any, will be made available on the website of the Commission (<https://ssc.nic.in>->Candidate’s Corner-> Tentative Vacancy).

### **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 Disabilities (PwD), etc. as per extant Govt. Orders.

3.2 The Commission makes the selection of candidates in accordance with the vacancies reported by the concerned 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 concerned User Departments.

#### **4 Permissible disabilities for Persons with Disabilities (PwD) candidates:**

4.1 The details of disabilities, functional classification and Physical requirement to perform the work of MTS are as follows:

S No	Disabilities benchmark prescribed under Section 34 (1)	Functional Classification	Physical requirements to perform the work
(i)	Blindness and Low vision	VH-LV, B	S – Sitting, ST- Standing, BN- Bending, W-Walking
(ii)	Deaf and Hard of Hearing;	HH	H-Hearing/Speaking
(iii)	Locomotor disability, Leprosy cured, Dwarfism, Acid Attack Victims	OH-OA, OL, BL, OAL. LC, D, AAV	RW – Reading and Writing F – Manipulating (with fingers)
(iv)	Multiple disabilities from amongst persons under clauses (i), (ii) and (iii) above.		SE – Seeing

Abbreviations: OH (Orthopedically Handicapped)- OA- One Arm affected, OL- One Leg affected, BL- Both Legs affected, OAL- One Arm and one Leg affected, LC- Leprosy Cured, D-Dwarfism and AAV- Acid Attached Victims, HH (Hearing Handicapped), VH (Visually Handicapped): B- Blind, LV- Low Vision,

#### **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 cut-off date i.e. 01-01-2021):**

6.1 The age limits for the posts as per the Recruitment Rules of various User Departments are:

6.1.1 18-25 years as on cut-off date (i.e. candidates born not before 02-01-1996 and not later than 01-01-2003).

6.1.2 18-27 years as on cut-off date (i.e. candidates born not before 02-01-1994 and not later than 01-01-2003).

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

<b>Code No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (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/ judicially separated and who are not remarried.	Up to 35 years of age.
13	Widows/ Divorced 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.
- 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/ she immediately after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she 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 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 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 Process of certification and format of certificates:**

- 7.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM category will not be entertained and their candidature/application will be considered under Unreserved (UR)/ relevant category. 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 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD 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.
- 7.3 A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.
- 7.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document 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/ PwD/ 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 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, 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/ her 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 candidate will have the discretion of opting for his/ her 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.
- 8.4 In case the candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities 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-14.7] 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/ her right to the post and claims relating thereto.
- 8.5 Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 8.6 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 8.1 and 8.2 above.
- 8.7 The candidates referred at Para 8.1 and 8.2 above who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 8.8 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 8.9 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.
- 8.10 The 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. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

**9 Essential Educational Qualifications (As on 01.01.2021):**

- 9.1 The candidates must have passed Matriculation Examination or equivalent from a recognized Board.
- 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 All the candidates who are called for Document Verification 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 cut-off date, failing which the candidature of such candidates will be cancelled by the Commission. 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/ she has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Board/ Institute/ University by the specified date. Mere processing of the result by the Board/ University/ Institute by the cut-off date does not fulfill the EQ requirement.**
- 9.4 Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the concerned User Departments/ Appointing Authorities.



## **10 How to apply:**

- 10.1 Applications must be submitted in online mode at the official 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). **The photograph should not be more than three months old from the date of publication of the Notice of Examination, and, the date on which the photograph has been taken should be clearly printed on the photograph. Applications without such date printed on the photograph will be rejected.** Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **The photograph should be without cap, spectacles and both ears should be visible.**
- 10.3 Last date and time for submission of online applications is 21-03-2021 (23:30).
- 10.4 **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.**
- 10.5 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.
- 10.6 Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, 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.

## **11 Application Fee:**

- 11.1 Fee payable: Rs 100/- (Rs one hundred only).
- 11.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

- 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 **23.03.2021 (23:30 hours)**. However, candidates who wish to make the 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 **29.03.2021** provided the Challan has been generated by them before **25.03.2021 (23:30 hours)**.
- 11.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of 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 Centres of Examination:**

- 12.1 A candidate must indicate the Centre(s) in the online Application Form in which he/ she 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), Darbhanga (3202), Muzaffarpur(3205), Patna(3206), Purnea (3209), Agra(3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur(3009), Lucknow(3010), Meerut(3011), Prayagraj(3003), Varanasi(3013)	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Port Blair (4802), Ranchi(4205), Balasore(4601), Berhampore(Odisha) (4602),	<b>Eastern Region (ER)/</b> Andaman &	Regional Director (ER), Staff Selection Commission,

	Bhubaneshwar(4604), Cuttack(4605), Dhenkenal(4611), Rourkela(4610), Sambalpur(4609), Gangtok(4001), Hooghly (4418), Kolkata(4410), Siliguri(4415)	Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 <a href="http://www.sscer.org">www.sscer.org</a>
3	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).	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 <a href="http://www.ssckkr.kar.nic.in">www.ssckkr.kar.nic.in</a>
4	Bhopal (6001), Gwalior(6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205)	<b>Madhya Pradesh Sub- Region (MPR)/</b> Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5 <sup>th</sup> Floor, Investment Building, LIC Campus- 2, Pandri, Raipur, Chhattisgarh-492004 <a href="http://www.sscmpr.org">www.sscmpr.org</a>
5	Itanagar(5001), Dibrugarh(5102), Guwahati(Dispur)(5105), Jorhat(5107), Silchar(5111), Dimapur (5301), Kohima(5302), Shillong(5401), Imphal(5501), Churachandpur(5502), Ukhrul(5503), Agartala(5601), Aizwal(5701)	<b>North Eastern Region (NER)/</b> 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 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Dehradun(2002), Haldwani(2003), Haridwar(2005), Roorkee(2006), Delhi(2201), Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407),	<b>Northern Region (NR)/</b> Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road,

	Sriganganagar(2408), Udaipur(2409), Sikar(2411)		New Delhi-110003 <a href="http://www.sscnr.net.in">www.sscnr.net.in</a>
7	Chandigarh/Mohali(1601), Hamirpur(1202), Shimla(1203), Jammu(1004), Leh(1005), Samba(1010), Srinagar(J&K)(10 07), Jalandhar(1402), Patiala(1403), Amritsar(1404)	<b>North Western Sub-Region (NWR)/</b> Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh- 160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Chirala(8011), Guntur(8001), Kakinada (8009), Kurnool(8003), Nellore (8010), Rajahmundry(8004), Tirupati(8006), Vizianagaram(8012), Vijaywada(8008), Vishakhapatnam(8007), Puducherry(8401), Chennai(8201), Coimbatore(8202), Madurai(8204), Salem(8205), Tiruchirapalli(8206), Tirunelveli(8207), Vellore (8208), Hyderabad(8601), Karimnagar (8604), Warangal(8603)	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
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)	<b>Western Region (WR)/</b> Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>

12.2 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.

- 12.3 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.
- 12.4 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.

### **13 Scheme of Examination:**

- 13.1 The examination will consist of a Computer Based Examination (Paper-I) and a Descriptive Paper (Paper-II).
- 13.2 The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 13.3 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

#### **13.4 Paper-I (Computer Based Examination):**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	General English	25/ 25	90 Minutes (120 Minutes for candidates eligible for scribes as per para 8.1 and 8.2)
II	General Intelligence & Reasoning	25/ 25	
III	Numerical Aptitude	25/ 25	
IV	General Awareness	25/ 25	

- 13.4.1 Paper-I will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi for Part-II, III & IV.
- 13.4.2 There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 13.4.3 Marks scored by candidates in Paper-I (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.

- 13.4.4 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.

### 13.5 Paper-II (Descriptive):

<b>Subject</b>	<b>Maximum Marks</b>	<b>Time Duration</b>
Short Essay/Letter in English or in any language included in the 8th schedule of the Constitution.	50	30 minutes (40 minutes for the candidates eligible for scribes as per Para 8.1 and 8.2).

- 13.5.1 Paper-II will be of descriptive type in 'Pen and Paper' Mode in which the candidates will be required to write a short essay or letter in English or any language included in the Schedule-VIII of the Constitution.
- 13.5.2 Paper-II will only be of qualifying nature and is intended to test elementary language skills in view of categorization of the post as Group-C and in view of job requirements. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.
- 13.5.3 Paper-II will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.
- 13.5.4 In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.
- 13.5.5 Candidates must not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book (Paper-II). Failure to adhere to these instructions will be treated as Unfair Means (UFM) and such candidates will

be awarded zero marks and their candidature will be rejected.

**13.6 Indicative Syllabus for Computer Based Examination (Paper-I):**

- 13.6.1 Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will also be of similar standard.
- 13.6.2 **English Language:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.
- 13.6.3 **General Intelligence and Reasoning:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- 13.6.4 **Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- 13.6.5 **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- 13.6.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Paper.

13.7 **Paper-II:** The Paper will be set in Hindi, English and in other languages mentioned in the Schedule-VIII of the Constitution as given in **Annexure-XIII**, to test basic language skills commensurate with the

educational qualification prescribed for the post. Candidates will be required to write one short essay/ letter.

#### **14 Admission to the Examination:**

- 14.1 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 (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.
- 14.2 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. The candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be ascertained by the User Departments after the declaration of result. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- 14.3 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional Office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-12.1).
- 14.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the concerned Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- 14.5 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.

- 14.6 Facility for downloading of Admission Certificates will be available about 3-7 days before the examination on the website of concerned Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 14.7 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 Date of Birth as printed on the Admission Certificate, such as:
- 14.7.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 14.7.2 Voter's ID Card,
  - 14.7.3 Driving License,
  - 14.7.4 PAN Card,
  - 14.7.5 Passport,
  - 14.7.6 ID Card issued by University/ College/ School,
  - 14.7.7 Employer ID Card (Govt./ PSU),
  - 14.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - 14.7.9 Any other photo bearing ID Card issued by the Central/ State Government.
- 14.8 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.
- 14.9 PwD candidates availing the facility of scribes as per Para 8.1 and 8.2 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
- 14.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- 14.11 Applications with blurred photograph and/or signature will be rejected.

## **15 Document Verification (DV):**

- 15.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para no. 15.3.

- 15.2 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at Para 14.7 above while appearing for the Document Verification.
- 15.3 Candidates will have to submit copies of various documents like:
- 15.3.1 Matriculation/ Secondary Certificate.
  - 15.3.2 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.
  - 15.3.3 Caste/ Category Certificate, if belongs to reserved categories.
  - 15.3.4 Persons with Disabilities Certificate in the required format, if applicable.
  - 15.3.5 For Ex-Servicemen (ESM):
    - 15.3.5.1 Serving Defence Personnel Certificate as per **Annexure-VI**, if applicable.
    - 15.3.5.2 Undertaking as per **Annexure-VII**.
    - 15.3.5.3 Discharge Certificate, if discharged from the Armed Forces,
  - 15.3.6 Relevant Certificate if seeking any age relaxation.
  - 15.3.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
  - 15.3.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
    - 15.3.8.1 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;
    - 15.3.8.2 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.

- 15.3.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 15.3.8.4 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.
- 15.3.9 Any other document specified in the Admission Certificate for DV.

## **16 Preferences of States/ Union Territories (UTs)/ 'All India':**

- 16.1 The candidates selected through this examination will be posted in different Ministries/ Departments/ Offices of the Government of India in various States/ UTs. The candidates are required to give preferences of States/ UTs/ 'All India', in the order of priority, in the online application form. Codes for giving preferences are given at **Annexure-XIV**.
- 16.2 Candidates can give preferences for all the States/ UTs listed in **Annexure-XIV** or give limited preferences as per their choice/ convenience. If a candidate wishes to opt for the limited preferences, then he/ she 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 three States/ UTs of Delhi, Rajasthan, Haryana and 'All India' in that order of priority, then he/ she has to give preferences as G,H,C,12,X,X,X.....
- 16.3 **Candidates will be considered for selection against the vacancies of only those States/ UTs for which they have given their preference in the online Application Form. If a candidate has opted for all the States/ UTs, he/ she will be considered for the vacancies of all the States/ UTs. However, if a candidate has given limited preferences, he/ she shall be considered for the vacancies of only those States/ UTs for which he/ she has given the preference in the online Application Form. For example if a candidate has given preference for only three States/ UTs of Delhi, Rajasthan and Haryana and 'All India' then he/ she shall only be considered against the vacancies of Delhi, Rajasthan, Haryana and 'All India' and shall not be considered for any other State/ UT irrespective of the merit of the candidate and available vacancies in other States/ UTs.**
- 16.4 Preference of States/ UTs exercised by the candidates in the online Application Form will be treated as final and no change in the

preference of States/ UTs will be allowed later under any circumstances.

**16.5 The candidates therefore must exercise due diligence and caution while giving preferences of States/ UTs.**

**17 Mode of selection:**

- 17.1 Candidates will be shortlisted for appearing in Paper-II on the basis of their performance in Paper-I. Normalized scores of the candidates will be used to determine merit in Paper-I.
- 17.2 There will be separate category-wise, State/ UT-wise cut-offs in Paper-I. 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 Paper-I.
- 17.3 Paper-II will be qualifying in nature. Qualifying marks in Paper-II will be 40% for unreserved category and 35% for all reserved category candidates. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.
- 17.4 Based on the performance in Paper-I and scoring the cut-off marks in Paper-II, candidates will be shortlisted for appearing in the Document Verification to check their eligibility as per the information given by them in the online Application Form. The eligible candidates whose documents are found in order will be considered for final selection.
- 17.5 Final selection and allocation of States/ UTs will be made on the basis of performance of the candidates in Paper-I, the preference of States/ UTs given by them in the online Application Form and the age-group of the candidates. Normalized scores of the candidates in Paper-I will be used to determine merit and the candidates will only be considered against the vacancies of States/ UTs for which they have given their preference in the online Application Form.
- 17.6 As the vacancies for MTS are in two age groups i.e. (i) 18 to 25 years and (ii) 18 to 27 years, 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.
- 17.7 Further allocation of Ministries/ Department/ Offices in the allocated States/ UTs will be made by the Regional Offices of the Commission by using the standard methodology.
- 17.8 Candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, EWS, ESM and PwD 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.

- 17.9 SC, ST, OBC, EWS, ESM, and PwD 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 general/ 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 PwD candidates.
- 17.10 SC, ST, OBC, EWS, ESM, and PwD candidates 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/ her 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 PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 17.11 A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 17.12 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.
- 17.13 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, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- 17.14 Candidates on final selection may be required to acquire the proficiency in local language of the allotted State/ UT for confirmation of a candidate to the allotted post by the concerned User Ministry/ Department/ Office.

17.15 If a candidate scoring more than cut-off marks in any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional Office 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.

17.16 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year from the declaration of final result, he must communicate immediately thereafter with the concerned User Department.

### **18 Resolution Of Tie Cases:**

18.1 In cases where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another, till the tie is resolved:

18.1.1 Total marks in Paper-II.

18.1.2 Date of birth i.e. the candidate older in age gets preference.

18.1.3 Alphabetical order of the names.

### **19 Action against candidates found guilty of misconduct:**

19.1 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:

<b>S No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as OMR sheets, 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/ her candidature by any irregular or improper means in connection with his/ her 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

19.2 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 concerned authorities/ forensic experts, etc.

**20 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.

**21 Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of concerned Regional Office of SSC where the candidate has appeared in the examination(s).

**22** 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/her 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.

**23 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.

**24 Important Instructions to Candidates:**

a)	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
b)	<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.</b>
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. The candidates must to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated and/ or the candidate is found ineligible, the candidature will be cancelled and the Commission's decision shall be final.



d)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM/ PwD 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 (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
f)	Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format ( <b>Annexure-V</b> ) from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.
g)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate 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.
h)	<b>Only one online application is allowed to be submitted by a candidate for the Examination. 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 is detected, all the applications will be rejected by the Commission and his/ her 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/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.</b>
i)	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.
j)	<b>Applications with blurred/ illegible Photograph/ Signature will be rejected.</b>
k)	<b>Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ by Hand, etc shall not be entertained.</b>

l)	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.
m)	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. <b>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-14.8) 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.</b> PwD candidates using the facility of scribes as per Para 8.1 and 8.2 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
n)	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.
o)	If a candidate scoring more than cut-off marks in any Paper/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
p)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
q)	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
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 and the date on which the photograph has been taken must be clearly printed on

the photograph. **Applications without such date printed on the photograph will be rejected.** Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.

**Under Secretary (P&P-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 owing 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).

**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:

**(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 (10<sup>th</sup>) 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 (10<sup>th</sup> 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 (10<sup>th</sup> Class) Certificate.
  - e. S No-4: Fill your mother's name **exactly** as given in Matriculation

- (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
  - g. S No-6: Matriculation (10<sup>th</sup> 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.
  - z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed only twice. **THEREFORE, BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
- 7. YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**



BASIC DETAILS		Edit
1a. Do you have Aadhaar ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
1a. Aadhaar Number	<input type="text"/>	
1b. Verify Aadhaar Number	<input type="text"/>	
1c. Type of ID *	Voter ID Card <input type="button" value="v"/>	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	Name should be same as mentioned in Matriculation Certificate 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?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2d. New Name / Changed Name	<input type="text"/>	
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) *	<input type="text" value="01/01/1996"/> <small>Date Of Birth should be same as mentioned in Matriculation Certificate</small>
5b. Verify Date of Birth (DD/MM/YYYY) *	<input type="text" value="01/01/1996"/>
6. Matriculation (10 <sup>th</sup> Class) Examination details :	
(i). Education Board *	<input type="text" value="Central Board of Secondary Education (CBSE)"/> <small>Education Board of Matriculation Examination</small>
(ii). Verify Education Board *	<input type="text" value="Central Board of Secondary Education (CBSE)"/>
(iii). Roll Number *	<input type="text" value="301739"/> <small>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."</small>
(iv). Verify Roll Number *	<input type="text" value="301739"/>
(v). Year of Passing *	<input type="text" value="2010"/>
(vi). Verify Year of Passing *	<input type="text" value="2010"/>
7a. Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
7b. Verify Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
8. Level of Education Qualification *	<input type="text" value="Graduation"/>
9a. Mobile Number *	<input type="text" value="8111111111"/>
9b. Verify Mobile Number *	<input type="text" value="8111111111"/>
10a. Email ID *	<input type="text" value="sample123@gmail.com"/>
10b. Verify Email ID *	<input type="text" value="sample123@gmail.com"/>

## ADDITIONAL AND CONTACT DETAILS

Edit

11a. Category \*  General  EWS  OBC  ST  SC11b. 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? \*  Yes  No

14b. Type of Disability Others ▼

**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 OT357

15a. Permanent Address \* SAMPLE PERMANENT ADDRESS

15b. State/ UT \* Delhi ▼

15c. District \* New Delhi ▼

15d. PIN Code \* 110001

16. Is Present Address same as Permanent Address?  Yes  No

17a. Present Address \* SAMPLE PRESENT ADDRESS

17b. State/ UT \* Delhi ▼

17c. District \* Central Delhi ▼

17d. PIN Code \* 110003

18. Contact details for other nationals

Previous

Save

Next

Reset

Close

**DECLARATION**

Declaration : I hereby declare that the information given by me in this form is 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.

I Agree.

Previous

Take Draft Print

Final Submit

Close

**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 both ears should be visible. **The date on which the photograph has been taken must be clearly printed on the photograph. Applications without the date printed on the photograph will be rejected. Applications with blurred photograph will also be rejected.**
  - b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible signature will be rejected.**
  - c. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of Board, etc.
2. Login to online system through your 'Registration Number' and password.
3. Click 'Apply' link in '**Multi Tasking (Non-Technical) Staff Examination 2020**' 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 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: 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'.
7. S No-17.1: Provide information on whether you are suffering from Cerebral Palsy or not.
8. S No-17.2: Indicate if you have physical limitation to write and scribe is required to write on your behalf. Please go through Para-8 of the Notice of Examination for more information.
9. S No-17.3 to 17.5: 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.
10. S No-18: If you are seeking age relaxation, select appropriate age-relaxation category.
11. S No-19: Indicate your preferences for the States/ UTs in the order of priority. You are advised to give as many preferences of States/ UTs as you may like.
12. S No-20: Indicate your highest qualification.
13. S No-21: Provide details of the qualifying educational qualification.

14. S.No-22: Please see Notice of Examination, Para No: 22 and fill up accordingly.
15. S No-23, 24 and 25: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.
16. **Upload your recent Photograph (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1a above. Ensure that the date on which the photograph has been taken is clearly printed on it as the applications without the date on the photograph will be rejected. Applications with blurred photograph will also be rejected.**
17. Upload your signature as specified at S.No.-1b above. **Applications with blurred signatures will be rejected.**
18. S No-26: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination and the date on which the photograph has been taken should be clearly printed on it. Fill-up the date on which your photograph has been taken.
19. S No-27: Click 'Yes', if the date on which the uploaded photograph has been taken is clearly printed on it.
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. **You will not be able to make any correction in the online application after submission of 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'. 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 EXAMINATION, 2020****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):	01/01/1996
6. Age as on 01/01/2021:	25.0
7. Gender:	Male
8. Category:	SC
9. Whether Person with Disability (PwD)? :	Yes
9.1. If Yes, Type of Disability:	Others
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10 <sup>th</sup> Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10 <sup>th</sup> Class) Roll No.:	301739
14. Matriculation (10 <sup>th</sup> Class) Year of Passing:	2010
15. Preference of Examination Centres:*	CR-Agra(3001) ▼ CR-Jhansi(3008) ▼ CR-Bhagalpur(3201) ▼

16.1. Whether Ex-Serviceman (ESM)? :<sup>\*</sup>  Yes  No

16.2. Length of Service in the Armed Forces (In years):

16.3. Date of Discharge from Armed Forces (DD/MM/YYYY):

16.4. 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](#)

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

17.1 Whether suffering from Cerebral-Palsy:  Yes  No

17.2 Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.)?:  Yes  No

17.3 Whether scribe is required?:  Yes  No  
[Please see Para - 8 of the Notice](#)

17.4 Will you make your own arrangement of Scribe?:  Yes  No

17.5 If Scribe is to be arranged by SSC, then indicate medium:

18. Whether seeking Age Relaxation? :<sup>\*</sup>  Yes  No

18.1. If Yes, Age Relaxation code:

19. Preference of State(s)/ UT(s):<sup>\*</sup>

A	B	D	F	1	3	9	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X			

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

**Verify Preference of State(s)/UT(s):**

A	B	D	F	1	3	9	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X			



20. Highest Educational Qualification \*

21. Details of Qualifying Educational Qualification: \*

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
<input type="text" value="Passed"/>	<input type="text" value="2010"/>	<input type="text" value="Delhi"/>	<input type="text" value="Central Board of Secondi"/>	<input type="text" value="301739"/>	<input type="text" value="89"/>	<input type="text"/>

22. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No 39020/1/2016-Fstt (P) dated 21/06/2016? \*  Yes  No  
[Please see Para -22 of the Notice](#)

23. Correspondence Address:

State:

District:

Pin:

24. Permanent Address:

State:

Pin:

Mobile Number:

Email:

25. Contact Details for Other Nationals:

### Photograph And Signature

Upload Photo with date printed on it  
(See Para- 10.2 of Notice)\*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5  
cm (height)

SamplePhot...hwithdate.jpg



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)

SampleSignature.jpg



26. Date on which the uploaded photograph has been  
taken(DD/MM/YYYY):

27. Whether the date mentioned at S.No.26 is clearly  
printed on the Photograph:

Yes  No

### Declaration

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

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 false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

I Agree



Try Another

**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 Examination, 2020.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Place:

Date:

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

**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:

**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: .....

**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.



**(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.

**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

**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.

**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

**LANGUAGES FOR PAPER-II**

<b>S No</b>	<b>Language</b>	<b>Code</b>
1	Hindi	01
2	English	02
3	Assamese	03
4	Bengali	04
5	Bodo	05
6	Dogri	06
7	Gujarati	07
8	Kannada	08
9	Kashmiri	09
10	Konkani	10
11	Maithili	11
12	Malayalam	12
13	Manipuri (also Meitei or Meithei)	13
14	Marathi	14
15	Nepali	15
16	Oriya	16
17	Punjabi	17
18	Sanskrit	18
19	Santhali	19
20	Sindhi	20
21	Tamil	21
22	Telugu	22
23	Urdu	23

**Codes for giving preferences by the candidates**

<b>S No</b>	<b>State / UT</b>	<b>Code</b>
1	Chandigarh	A
2	Jammu & Kashmir	B
3	Haryana	C
4	Himachal Pradesh	D
5	Punjab	E
6	Ladakh	F
7	Delhi	G
8	Rajasthan	H
9	Uttarakhand	I
10	Bihar	J
11	Uttar Pradesh	K
12	Jharkhand	L
13	Odisha	M
14	West Bengal	N
15	A&N Islands	O
16	Sikkim	P
17	Arunachal Pradesh	Q
18	Assam	R
19	Manipur	S
20	Meghalaya	T
21	Mizoram	U
22	Nagaland	V
23	Tripura	W
24	Chhattisgarh	Y
25	Madhya Pradesh	Z
26	Dadra and Nagar Haveli and Daman and Diu	1
27	Goa	2
28	Gujarat	3
29	Maharashtra	4
30	Andhra Pradesh	5
31	Puducherry	6
32	Tamilnadu	7
33	Telangana	8
34	Karnataka	9
35	Kerala	10
36	Lakshadweep	11
37	All India	12