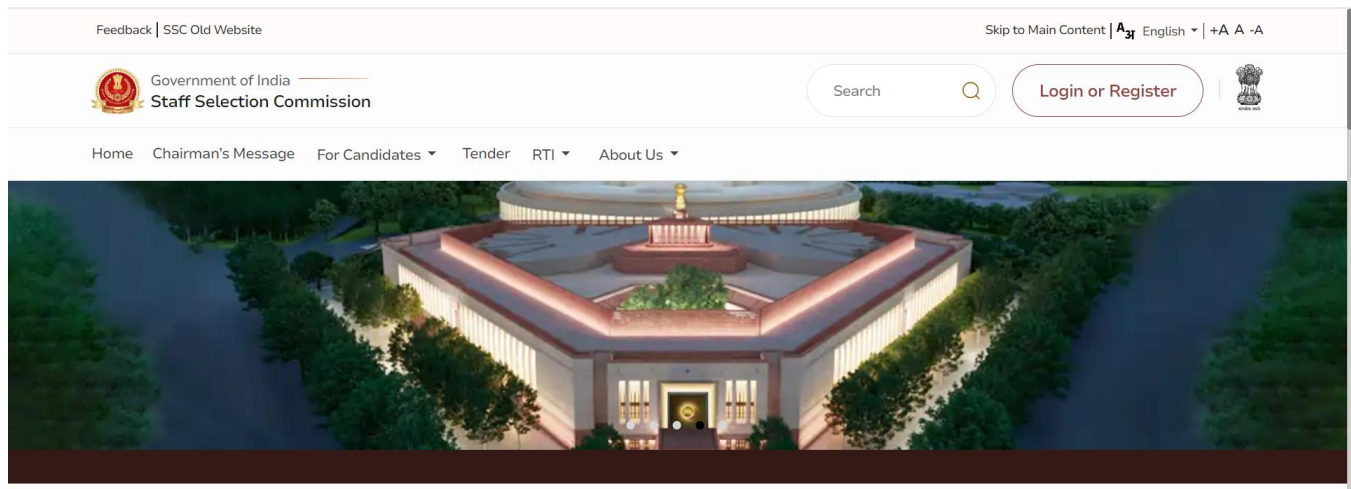


# Flow of One Time Registration

Click on 'Login or Register' button to proceed registration



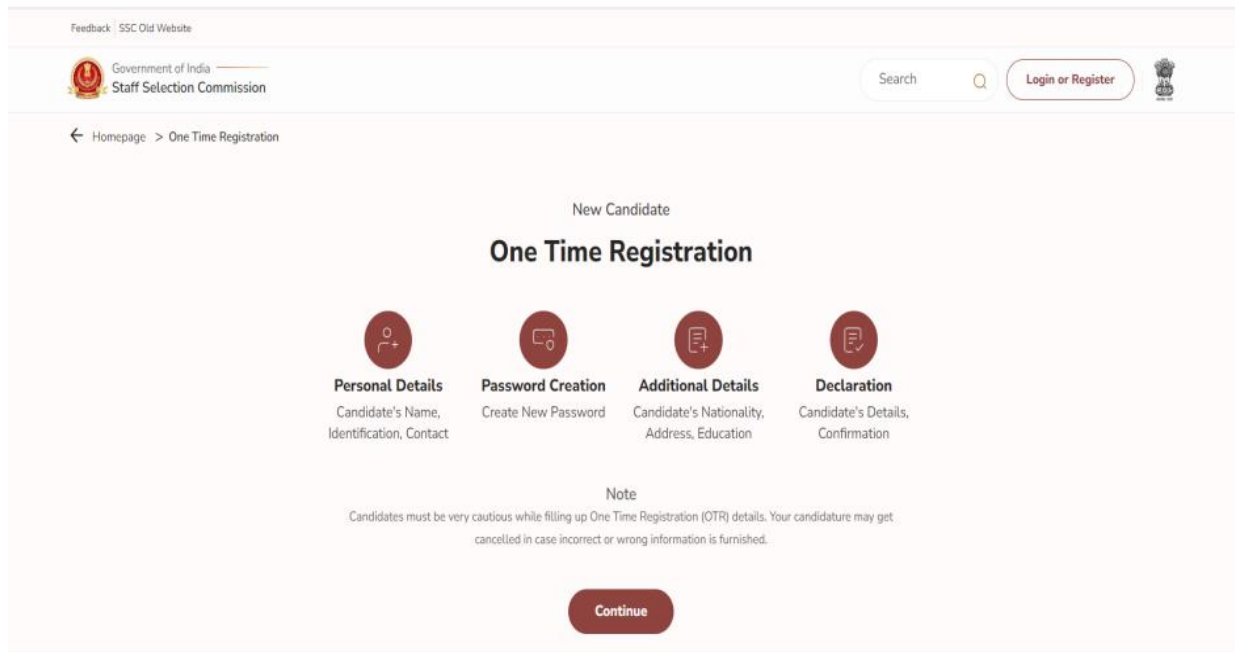
After clicking on Login and Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

The image shows a modal window for user authentication. It has a close button in the top right corner. At the top, there are two tabs: 'Candidate' (selected) and 'Admin'. The form contains the following fields and elements:

- 'Username (Registration Number) \*' with a text input field containing 'Registration Number'.
- 'Password (SSC Registration Password) \*' with a password input field containing seven dots and a 'Forgot Password' link to the right.
- A CAPTCHA field with the text 'BBgBq' and a 'Refresh' button.
- 'Login' button.
- At the bottom, the text 'New User ? Register Now'.

## 1.1 One Time Registration Page

On the homepage, you'll find steps to fill in the 'One-Time Registration' form. Click 'Continue' to proceed and reach the personal details screen.



The screenshot shows the 'One Time Registration' page for a new candidate. The page is titled 'New Candidate' and 'One Time Registration'. It features four main steps: Personal Details, Password Creation, Additional Details, and Declaration. A note at the bottom states: 'Candidates must be very cautious while filling up One Time Registration (OTR) details. Your candidature may get cancelled in case incorrect or wrong information is furnished.' A 'Continue' button is located at the bottom center.

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Search Q Login or Register

← Homepage > One Time Registration

New Candidate

### One Time Registration

- Personal Details**  
Candidate's Name, Identification, Contact
- Password Creation**  
Create New Password
- Additional Details**  
Candidate's Nationality, Address, Education
- Declaration**  
Candidate's Details, Confirmation

**Note**  
Candidates must be very cautious while filling up One Time Registration (OTR) details. Your candidature may get cancelled in case incorrect or wrong information is furnished.

[Continue](#)

## 1.2 Fill Personal Details

Enter critical details like Aadhaar Number, name, father's name, mother's name, and date of birth twice to ensure accuracy. Any discrepancies will be highlighted in red text.

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Search  Login or Register

← Homepage > One Time Registration

**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation

### One Time Registration Personal Details

1. Do you have a Aadhaar Card ? \*

Yes  No

a. Aadhaar Card Number

eg: 53063027362

Aadhaar Number should be same as mentioned in Aadhaar Card.

b. Verify Aadhaar Card Number

eg: 53063027362

2. Type of Identification Card \*

Select

Type of ID card/ ID Number to be provided if you don't want to give Aadhaar number.

a. Identification Card Number \*

3. Candidate Name (As per Matriculation Certificate) \*

1. Candidate Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie. Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof/ etc).

a. Verify Candidate Name (As per Matriculation Certificate) \*

4. Have you ever changed Name ? \*

Yes  No

a. New Name / Changed Name

b. Verify New Name/Changed Name

5. Gender \*

Select

a. Verify Gender \*

Select

6. Date Of Birth (DD-MM-YYYY) \*

dd-mm-yyyy

Date of Birth should be same as mentioned in Matriculation Certificate.

a. Verify Date of Birth (DD-MM-YYYY) \*

dd-mm-yyyy

7. Father's Name \*

1. Father's Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie. Mr/ Shri/ Late/ Dr/ Prof/ etc).

a. Verify Father's Name \*

8. Mother's Name \*

1. Mother's Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie. Mrs/ Smt/ Late/ Dr/ Prof/ etc).

a. Verify Mother's Name \*

9. Matriculation (10th class) Education Board \*

Select

Education Board of Matriculation Examination.

a. Verify Matriculation (10th class) Education Board \*

Select

10. Roll Number \*

(i) Roll Number should be same as mentioned in Matriculation Certificate.  
(ii) Only letter and digit allowed. Please enter Roll number without any other special characters.  
(iii) If Roll Card is given in your Matriculation Certificate then enter "Roll Code - Roll No."

a. Verify Roll Number \*

11. Year of Passing \*

Select

a. Verify Year of Passing \*

Select

12. Highest Level of Education Qualification \*

Select

a. Verify Highest Level of Education Qualification \*

Select

13. Candidate's Mobile Number \*

OTP for verification will be sent to this mobile number

14. Candidate's Email ID \*

OTP for verification will be sent to this Email ID

Save & Next

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### 1.3 Registration Details Page:

After successful verification of mobile and email OTP, clicking the 'Save & Next' button will store the provided 'Personal Details' (S No-1 to 14). Users will be redirected to the registration details page, displaying the Registration Number. The Registration Number and Password will be sent to the user's mobile number and Email ID. The registration process must be completed within 14 days; otherwise, the saved details will be deleted.

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Search

← Homepage > One Time Registration

Your Registration Number  
**10000000931**

**Note**

1. Basic details are saved. Registration is partial and it should be completed within 14 days failing which your data would be automatically deleted.
2. Registration number and One Time Password is shared on your mobile number and email id. Use it to sign in to your account.
3. To complete registration process, click "continue" to set a new password.

**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation

## 1.4 Login Screen with One Time Password

To finalize the remaining registration, users can click 'Continue,' leading them to the login page displayed in the following screen. If users choose to complete the registration on a subsequent day, they can log in by clicking the 'Login or Register' button on the website header. The Registration Number serves as the username, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, users will be prompted to change their password.

The screenshot shows the login interface for the Staff Selection Commission (SSC) Old Website. The page header includes a 'Feedback | SSC Old Website' link, the Government of India logo, the Staff Selection Commission name, a search bar, and a 'Login or Register' button. The main content area is titled 'Hello Candidate!' and contains a sign-in form. The form has two input fields: 'Registration Number \*' and 'Password \*'. The 'Registration Number' field has a red error message 'Registration number is required' below it. The 'Password' field has a red error message 'Password is required' below it. Below the password field is a 'bTuBp' button and a 'Refresh' button. At the bottom of the form is a 'Captcha' field. A 'Sign in' button is located at the bottom right of the form. On the left side, there is a dark red sidebar with four steps: 'Personal Details' (Candidate's name, identification, contact), 'Password Creation' (Create New Password), 'Additional Details' (Candidate's nationality, address, education), and 'Declaration' (Candidate's details confirmation).

## 1.5 Password Creation Page

For the initial login, users will be directed to the password creation page, as depicted in the image. After successfully changing the password, they will be redirected to the login page, where they must log in again using their Registration Number and the newly changed password. The registration number will be pre-filled initially. To proceed with the password change, users need to input the old password sent via mobile number and email. They can then set a new password, adhering to the specified validation displayed on the screen.

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← Homepage > One Time Registration

**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation

Dear Candidate, This is Your First Login!  
**Please Set a New Password**

Registration Number \*  
10000000010

Old Password \*  
\*\*\*\*\*

New Password \*  
\_\_\_\_\_

**Note**

- Password must be minimum 8 characters
- Include one or more uppercase letters
- Include one or more lowercase letters
- Include one or more number
- Include one or more special character

Confirm Password \*  
\_\_\_\_\_

**Security Questions**

**Note**

- Security Questions allow you to regain entry to your account if you have forgotten your password and no longer have access to the email or Mobile number associated with your account.

Security Question: 1 \*  
Select

Answer \*  
\_\_\_\_\_

Security Question: 2 \*  
Select

Answer \*  
\_\_\_\_\_

Reset Save & Next

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## 1.6 Login with New Set Password

Upon successful password change, users will encounter the following screen. After logging in, users will be redirected to the additional details page.

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Search    

← Homepage > Sign-in

**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation

### Hello Candidate !

Registration Number \*  
  
Registration number is required

Password \*  
  
Password is required

## 1.7 Additional Details Page

To complete additional details, users must provide information about their Category (S No-1), Nationality (S No-2), and, if the nationality is other than 'Citizen of India,' enable 'Contact Details for Other Nationals.' Users need to fill permanent and present address details if the nationality is 'Citizen of India,' or disable these fields if the nationality is different. Additionally, users should provide information about visible Identification Mark (S No-4) and benchmark disabilities (S No-5), along with Disability Certification Number if applicable. If the nationality is "", users should fill Permanent and Present Address details, saving the data to proceed to the last part of the registration process.

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← Homepage > One Time Registration

### One Time Registration Additional Details

- 1. Category \***  
Select
- a. Verify Category \***  
Select
- 2. Nationality \***  
Citizen Of India
- 3. Contact Details For Other Nationals**
- 4. Visible Identification Marks \***
- 5. Are you Person With Benchmark Disability (PwBD)? \***  
 Yes  No  
**a. Type of Disability**  
Note  
VH : Blindness and Low vision  
HH : Deaf and hard of hearing  
OH : Locomotor disability, Including cerebral palsy, leprosy cured, dwarfism, acid attack, victims, & muscular dystrophy  
Others : Autism, intellectual disability, specific learning disability & mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.  
**b. Disability Certificate Number**
- 6. Permanent Address \***  
**a. Address \***  
**b. State/UI \***  
Select  
**c. District \***  
Select  
**d. Pin Code \***
- 7. Is Present Address same as Permanent Address? \***  
 Yes  No  
**a. Address \***  
**b. State/UI \***  
Select  
**c. District \***  
Select  
**d. Pin Code \***

Save & Next



## 1.8 Declaration

After carefully reading the declaration, users should check “Preview OTR” 'I agree,' then click on 'Declare' to submit the declaration. Upon successful submission, users will be redirected to the dashboard.

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SSC Logo

SSC Logo

← Homepage > One Time Registration

**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education


**Declaration**  
Candidate's details confirmation

### One Time Registration Declaration

1. 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.
2. 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 for the above Terms & Conditions

[Preview OTR](#) [Declare](#)


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