(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 of the Matriculation (10th) Examination.
    e. Disability Certificate Number, if you are a person with benchmark disability.

3. For One-time Registration, click on 'Register Now' link provided in 'Login' Section on https://ssc.nic.in.
4. One-time Registration process requires filling up of following information:
    a. Basic details
    b. Additional and contact details
    c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
    a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth, gender, category etc.) are required to be entered twice, in the relevant columns of the Registration Form to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be given in red text.
    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
    c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
    e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th

Class) Certificate.

f. **S No-5:** Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.

g. **S No-6:** Fill your Matriculation (10th Class) Examination details which include:
   i. Name of Education Board
   ii. Roll Number
   iii. Year of passing

h. **S No-7:** Provide information about your gender

i. **S No-8:** Provide information about your 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 through mobile, 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 through email, 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.
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 ? *
○ Yes ◉ No

1a. Aadhaar Number

1b. Verify Aadhaar Number

1c. Type of ID *
Voter ID Card ▼

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?
○ Yes ◉ No

2d. New Name / Changed Name

3a. Father's Name *
SAMPLE FATHER NAME

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

3b. Verify Father's Name *
SAMPLE FATHER NAME

4a. Mother's Name *

SAMPLE MOTHER NAME

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

4b. Verify Mother's Name *

SAMPLE MOTHER NAME

5a. Date Of Birth (DD/MM/YYYY) *

02/08/2002

Date Of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) *

02/08/2002

6. Matriculation (10th Class) Examination details :

(i). Education Board *

Central Board of Secondary Education (CBSE)   ˅

Education Board of Matriculation Examination

(ii). Verify Education Board *

Central Board of Secondary Education (CBSE)   ˅

(iii). Roll Number *

301739

1. Roll Number should be same as mentioned in Matriculation Certificate
2. Only / and - are allowed , Please enter Roll number without any other special character(s)
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *

301739

(v). Year of Passing *

2016   ˅

(vi). Verify Year of Passing *

2016   ˅

7a. Gender *	◉ Male ○ Female ○ Transgender
7b. Verify Gender *	◉ Male ○ Female ○ Transgender
8. Level of Educational Qualification *	Matriculation (10th) ⌄
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com
• State / UT of Permanent Address *	Punjab ⌄

Save   **Reset**   **Close**

ADDITIONAL AND CONTACT DETAILS   ☑ Edit

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

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

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

Previous   Save   Next   Reset   Close

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 color 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. Specimen of photographs which are acceptable/ not acceptable is given at **Annexure-III**. Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
   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 '**Constable (GD) in CAPFs, SSF, Rifleman (GD) in Assam Rifles and Sepoy in Narcotics Control Bureau Examination 2022**' section under 'Latest Notifications' tab.

4. Information in columns at S No-1 to 13 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-14: If you are an Ex-serviceman (ESM) or serving in the Armed Forces, fill up the required information. Wards of ex-servicemen are not treated as ex-servicemen and therefore they should select 'No'.

6. S No-15.1: Select 'Yes', if you are seeking age relaxation and select appropriate age-relaxation category at S No-15.2.

7. S No-16.1: Select 'Yes', if you are a NCC Certificate Holder and provide the detail of NCC Certificate at S. No. 16.2.

8. S No-17: 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.

9. S No-18 and 19: Select your Domicile State/ UT and District of Domicile. As the vacancies for the posts of Constable (GD) in CAPFs and Rifleman (GD) in Assam Rifles are domicile based and vacancies are also reserved for Border Districts and Districts affected by Naxal/ Militancy, therefore you will only be considered from the State/ UT and District mentioned by you at S No-18 and 19 respectively. You will be required to produce Domicile Certificate of the State/ UT and District specified by you at S No-18 and 19 respectively at the time of Document Verification. **If there is any mismatch between Domicile State/ UT and District mentioned by you at S No-18 and 19 and the State/ UT and District in the Domicile Certificate produced by you at the time of Document Verification, your candidature will be summarily rejected.**

10. S No-20: If you belong to SC/ ST/ OBC category and have migrated from the State/

UT of your origin to another State/ UT, you have the option to either avail the benefit of reservation from the State/ UT of your origin or be considered as un-reserved/ EWS candidate against the vacancies of the State/ UT of your present domicile. Make your considered decision and fill up information in this column accordingly.

11. S No-21: Yes, If you belong to Militancy/Naxal affected districts as mentioned at annexure-XII.

12. S No 22: Yes, If you belong to Border districts as mentioned at annexure-XI.

13. S No-23: Give your preference of CAPFs/ Organizations. **Filling up of all Eight options will be mandatory.**

14. S No-24: Indicate your highest qualification.

15. S No-25: Provide details of the qualifying educational qualification.

16. S.No-26: Please see Para-18 of the Notice of Examination and fill up accordingly.

17. S No-27 and 28: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.

18. **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.** Specimen of photographs which are acceptable/ not acceptable is given at **Annexure-III**. Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.

19. Upload your signature as specified at S.No.-1b above. **Applications with blurred signatures will be rejected.**

20. S No-29: Click 'Yes', if the date on which the uploaded photograph has been taken is not less than 3 months old from the date of publication of the Notice of Examination.

21. Go through the declaration carefully and click on "I agree" check box if you accept the same. Fill up Captcha code.

22. 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.**

23. Proceed to make fee payment if you are not exempted from payment of fee.

24. 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-9 of the Notice of Examination for further information on the payment of fee.

25. 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.

CONSTABLES (GD) IN CENTRAL ARMED POLICE FORCES (CAPFs), SSF, RIFLEMAN (GD) IN ASSAM RIFLES AND SEPOY IN NARCOTICS CONTROL BUREAU EXAMINATION, 2022

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY)(as per Matriculation Certificate):	02/07/1998
6. Age as on 01/01/2023:	24.5
7. Gender:	Male
8. Category:	UR
9. Nationality:	Citizen of India
10. Mark of Visible Identification:	MOLE ON RIGHT CHEEK

11. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
12. Matriculation (10th Class) Roll No.:	301739
13. Matriculation (10th Class) Year of Passing:	2013
14.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	○ Yes ○ No
14.2. Date of Joining the Armed Forces (DD/MM/YYYY):	
14.3. Date of Discharge/ Tentative Date of Discharge from the Armed Forces (DD/MM/YYYY):	
14.4. Length of Service in the Armed Forces:	
14.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM) :	○ Yes ○ No
Please refer to the Notice of Examination, Para-5.3	
14.6. Date of Joining to Civil Post (DD/MM/YYYY):	
15.1. Whether seeking Age Relaxation? :*	○ Yes ○ No
15.2. If Yes, Age Relaxation code: Please see Para - 5.1 of the Notice	--Select Age Relaxation Code--
16.1. Are you a National Cadet Corps (NCC) Certificate holder? : *	○ Yes ○ No

16.1. Are you a National Cadet Corps (NCC) Certificate holder? : *   ○ Yes ○ No

16.2. Type of the NCC Certificate: *

--Please Select--

Confirm Type of the NCC Certificate:

--Please Select--

17. Preference of Examination Centres:*

| Center 1 | Center 2 | Center 3 |

Please see Para - 10 of the Notice

18. State/ UT of Domicile:

--Select Domicile State/ UT--

Confirm State/ UT of Domicile:

--Confirm Domicile State/ UT--

19. District of Domicile:

--Select Domicile District--

Confirm District of Domicile:

--Confirm Domicile District--

20.1. Have you migrated from the State/ UT of your Origin to another State/ UT?:*   ○ Yes ○ No

20.2. Whether you would like to avail the benefit of reservation from the State/ UT of your Origin?:[If you select 'No', you will be considered in 'UR/ EWS' category from the State/ UT of Domicile filled in your application]*   ○ Yes ○ No

20.3. State/ UT of Origin:
Please see Para - 6.2 of the Notice

--Select Origin State/ UT--

20.4. District of Origin:
Please see Para - 6.2 of the Notice

--Select Origin District--

21. Candidate belongs to Militancy/ Naxal affected District? :*   ○ Yes ○ No

22. Candidate belongs to Border District? :*   ○ Yes ○ No

23. Preference of posts for CAPFs / Organizations: *   [ ][ ][ ][ ][ ][ ][ ][ ] Reset

Verify Preference of posts for CAPFs / Organizations: [ ][ ][ ][ ][ ][ ][ ][ ] Reset

Post Details

24. Highest Educational Qualification: *

--Select--

25. Details of Qualifying Educational Qualification:*

--Select Education--

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

26. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM.No.39020/1/2016-Estt.(P) dated 21/06/2016? *
Please see Para - 18 of the Notice   ○ Yes ○ No

27. Correspondence Address: Sample Permanent Address

State: Punjab

District:	Patiala
Pin:	140401
28. Permanent Address	Sample Permanent Address
State:	Punjab
Pin:	140401
Mobile Number:	8111111111
Email:	sample123@gmail.com

Photograph and Signature

Upload a photo taken on 20-July-2022 or later*
Allowed File Size: 20 KB to 50 KB
Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)
Choose File   No file chosen

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

29. Whether the photograph has been taken on or after 20-July-2022?:   ○ Yes ○ No

Declaration

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

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

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

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

*Verification will be subject to authorization from competent authority.

☐ I Agree

VAELK
Try Another
ENTER TEXT

Preview   Reset   Close