

**(Procedure for filling online Application)**

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

- I. One-time Registration.
- II. Filling online Application for the Examination.

**Part-I (One-Time Registration):**

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'One-time 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 Details and Contact Details
  - c. Uploading of the scanned images of passport size photograph and signature.
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, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data columns, indication 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 (Male/Female/Transgender)
- i. S No-8: Level of Educational Qualification (Highest).
- j. S No-9: Your Mobile Number. This 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/ Registration Number, if required.
- k. S No-10: Your Email ID. This 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 last Part of the Registration Process.
- w. Save the information provided. Take draft printout and review the information provided thoroughly, before “Final Submit”.
- x. 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.
- y. Read the “Declaration” carefully and if you agree with the declaration, click “I Agree”.
- 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. Though you can edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to cancellation of our candidature.
7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

**ANNEXURE IV-A**

**REGISTRATION SPECIMEN – Phase XI/2023/Selection Posts**

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) *	02/08/1999	Date Of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	02/08/1999	

6. Matriculation (10<sup>th</sup> Class) Examination details :

(i). Education Board *	Central Board of Secondary Education (CBSE) ▼ <a href="#">Education Board of Matriculation Examination</a>
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE) ▼
(iii). Roll Number *	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 *	301739
(v). Year of Passing *	2016 ▼
(vi). Verify Year of Passing *	2016 ▼
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 *	Matriculation (10th) ▼
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID *	sample123@gmail.com
10b. Verify Email ID *	sample123@gmail.com

[Save](#) [Next](#) [Reset](#) [Close](#)

11a. Category \*  General  EWS  OBC  ST  SC

11b. Verify Category \*  General  EWS  OBC  ST  SC

12. Nationality \*

13. Identification Marks \*

14a. Are you a Person with Benchmark Disability? \*  Yes  No

14b. 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 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 \*

15b. State/ UT \*

15c. District \*

15d. PIN Code \*

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

17a. Present Address \*

17b. State/ UT \*

17c. District \*

17d. PIN Code \*

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 filing of online Application, keep the following data ready:
  - a. 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. An undertaking will be given by the candidates in this regard. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height) and the face should occupy about 40% of the area of the photograph with a full face view. The photograph should be without cap, without spectacles and frontal view of the face should be visible. Applications with poor quality, miniature and blurred photographs/ side facing photographs will be rejected. **Specimen of Photographs not acceptable are given at Annexure-XII. Kindly see.**
  - b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with blurred signature will be rejected.** For VH candidate, thumb impression is also allowed.
2. Login to online system through your '**Registration Number**' and password.
3. Click "Apply" link in "Phase- XI/2023/Selection Posts Examination" Section under "Latest Notifications" tab.
4. Information in columns at S No-1 to 14, 27 & 29 will be automatically filled from your One-time Registration Data which is non-editable. If you want to make correction in any of this data, click on "Modify Registration" and suitably edit your One-time Registration data.
5. S No-15: Select the Region name to which the post you are applying belongs to.
6. S No-16: Select the Post Code to which you are applying for, **also confirming ( ✓ Tick the check box to move further) whether Essential**

**Qualification/Experience etc. related to the post has been read by you.**

Note: If a candidate is applying for post code no.KK11023 (Post Name- Junior Grade of IIS), a new row will be appeared below Sr. No. 16 for selecting at least one language preference(s)\* out of 12 languages (English, Hindi, Urdu, Punjabi, Kashmiri, Bengali, Assamese, Oriya, Marathi, Sindhi, Kannada, Telugu) studied up-to 10th Class, by clicking language options. (\*Please see the details of Post Code KK11023 in post details)

7. S No-17 & 18: Post Name and Level of Post is automatically displayed based on the Post Code selected by you.
8. S No-19: Give your preference for 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. It may carefully be noted that Region once selected in the very first Online Application Form, will be frozen for all subsequent applications across all Regions irrespective of level of Post-category.
9. S No-20: 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.
10. S No-21.1.: Provide information on whether you are suffering from Cerebral Palsy or not.
11. S No-21.2: Indicate if you have physical limitation to write and Scribe is required on your behalf. Please go through Para-9.2 of the Notice of Examination for more information.
12. 21.3 to 21.5: If you are eligible for availing the facility of scribe as per Para-9.1 and 9.2 of the Notice of examination, provide information about the requirement of scribe.
13. S No-22: This information will be automatically populated from the post details
14. S No-23: If the value in SNo-22 is yes then Skill Test Medium needs to be selected.
15. S No-24: If you are seeking age relaxation, select appropriate age-relaxation category.

16. S No-25 & 25(A): EQ for the post and Indicate your highest educational qualification (if acquired any relevant to the post).
17. S No-26: Indicate your Details of Work Experience.
18. Upload your recent Photograph (not more than three months old from the date of publication of the Notice of the Examination) as specified at Sr. No. 1a above.
19. Upload your signature as specified at Sr.No-1b above. Applications with blurred signature will be rejected.
20. Complete your declaration by clicking on “I agree” check box and fill up captcha code.
21. While seeing Preview, you may kindly check all the details entered are correct and instruction regarding photograph/signature as mentioned above at various places in the Notice are duly followed and verify information provided by you and “Submit” the Application.
22. Proceed to make fee payment if you are not exempted from payment of fee.
23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at the SBI Branches by generating SBI Challan.
24. Refer Para-11 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 must take printout of the application form for submission to the Commission after the conduct of Computer Based Examination as and when called for as well as for their own records.**

## Annexure-V-A

### APPLICATION FORMAT SPECIMEN- Phase XI/2023/Selection Posts

Phase-XI/2023/Selection Posts	
Instructions	
<b>PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM</b>	
1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name: (As per the Matriculation Certificate)	SAMPLE FATHER NAME
4. Mother's Name: (As per the Matriculation Certificate)	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY): (As per the Matriculation Certificate)	02/07/1995
6. Age as on 01/01/2023:	27.5
7. Gender:	Male
8. Category:	ST
9. Whether Person with Benchmark Disability (PwBD)?	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (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:	2013
15. Region to which the post belong*	Central Region
16. Post Code*	CR11223
17. Post Name*	CR123
18. Level of Post*	Higher Secondary (10+2)
<input type="checkbox"/> Essential Qualifications/Experience etc. related to the post has been read by me.*	
19. Preference of Examination Centre: *	Centre 1    Centre 2    Centre 3
20.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	<input type="radio"/> Yes <input type="radio"/> No
20.2. Date of Joining the Armed Forces (DD/MM/YYYY):	

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

20.4. Length of Service in the Armed Forces:

20.5. 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, Clause-7](#)

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

21.1 Whether suffering from Cerebral-Palsy:  Yes  No

21.2 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

21.3 Whether scribe is required?:  Yes  No

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

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

22. Whether Skill Test Required?:

23. Medium of Skill Test:

**Confirm Medium of Skill Test:**

24.1. Whether seeking Age Relaxation? : \*  Yes  No

24.2. If Yes, Age Relaxation code:   
[Please see Para - 6.3 of the Notice](#)

25. Essential Qualification for the Post: \*

Essential Qualification relevant to the Post of interest	Subject
<input type="text" value="--Select the Qualification--"/>	<input type="text"/>

25. a. Indicate your Highest Educational Qualification (if acquired any, relevant to the Post of interest):   
[Please refer to Clause 9 in the Notice of Examination](#)

## 26. Details of Work Experience

Name of Organization(s)	Designation	Nature of Duty(ies)	Period of Service From (DD/MM/YYYY)	Period of Service To (DD/MM/YYYY)	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #2e7d32; color: white; padding: 5px; border: none; border-radius: 3px; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="button" value="+"/>

**NOTE: The candidate will be required to submit experience certificate(s) as filled above. No other experience certificate will be entertained at the time of scrutiny of applications/ Document Verification.**

27. Correspondence Address: Sample Permanent Address  
State: Sikkim  
District: Gangtok  
Pin Code: 737098  
28. Permanent Address: Sample Permanent Address  
State: Sikkim  
Pin Code: 737098  
Mobile Number: 8111111111  
Email: sample123@gmail.com  
29. Contact Details for Other Nationals:

## Photograph and Signature

Upload a photo taken on 06-12-2022  
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)

**Samples of Photographs  
Acceptable/ Not-Acceptable**

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)  
 No file chosen

30. Whether the photograph has been taken on or after 06-12-2022?:  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.
  3. I declare that the Photograph uploaded in Application form is not more than 3 months old.
- I Agree



Try Another