(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 (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 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 (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.

    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.

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

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

    g. S No-6: Matriculation (10th Class) Examination Details which include:

        i. Name of Education Board

        ii. Roll Number

        iii. Year of passing

    h. S No-7: Gender (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. 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 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.**

Part-II (Online Application Form)

1. Before proceeding with filling 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, spectacles and both ears 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 3.0 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- IX/2021/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. **Note**: If a candidate is applying for post code no.KK11421 (Post Name- Junior Grade of IIS), a new row will be appeared below Sr. No. 18 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 KK11421 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-8.2 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-8.1 and 8.2 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 that 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 Examination) as specified at S. No-1a above.

19. Upload your signature as specified at S.No.-1b above. Applications with blurred signatures 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 for submission to the Commission after the conduct of Computer Based Examination as and when called for as well as for their own records.**

REGISTRATION SPECIMEN- Phase IX/2021/Selection Posts

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

6. Matriculation (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 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

ADDITIONAL AND CONTACT DETAILS

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

VH

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

VH123

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]

APPLICATION FORMAT SPECIMEN- Phase IX/2021/Selection Posts

Phase – IX / 2021 / SELECTION POSTS
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: (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)	02/08/1999
6. Age as on 01/01/2021:	21.4
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwD)? :	Yes
9.1. If Yes, Type of Disability:	VH
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	301739
14. Matriculation (10th Class) Year of Passing:	2016
15. Region to which the post belong*	North Western Sub Region
16. Post Code*	NW10421
17. Post Name*	ASSISTANT PLANT PROTECTION OFFICER (CHEMISTRY)
18. Level of Post*	Graduation & Above
19. Preference of Examination Centre: *	ER-Kolkata(4410) ER-Balasore(4601) ER-Ranchi(4205)

NOTE: Document Verification will be conducted in the same Regional Office having jurisdiction of the Examination center opted by you.

20.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :* ○ Yes ● 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) :
Please refer to the Notice of Examination, Clause-7
○ Yes   ○ No

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

Please see Para - 8.1 and 8.2 of the Notice

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:
Please Select ▾

22. Whether Skill Test Required?:
No

23. Medium of Skill Test:
--Please Select-- ▾

Confirm Medium of Skill Test:
--Please Select-- ▾

24.1. Whether seeking Age Relaxation? :* ○ Yes ● No

24.2. If Yes, Age Relaxation code:
--Select 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
[- M.SC. DEGREE IN AGRICULTURE CHEMISTRY OR M.SC. DEGREE IN CHEMISTRY WITH : ▾	[- M.SC. DEGREE IN AGRICULTURE CHEMIS ▾

25.a. Indicate your Highest Educational Qualification (if acquired any, relevant to the Post of interest):
M.Sc

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
Sample Organisation	Sample Designation	Sample Duties	01/01/2018	31/08/2021	+

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

29. Contact Details for Other Nationals:

Photograph and Signature

Upload a photo taken on 23-06-2021 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   SamplePhotograp.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)

Choose File   SampleSignature.jpg
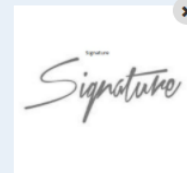
30. Whether the photograph has been taken on or after 23-06-2021?:   ⦿ Yes   ◯ No

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

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