



भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक लोक शिकायत और पेंशन मंत्रालय  
ब्लॉकसं. 12, केन्द्रीय सरकार कार्यालय परिसर  
लोधीरोड, नई दिल्ली-110003

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

### NOTICE

**F.No. HQ-RHQS015/17/2022-RHQ** - The provisions contained under Para-19.10 & Para-19.12 of the Notification for Phase-XI/2023/Selection Posts examination inter-alia provides that the process of Scrutiny and Document Verification of all candidates declared successful/qualified in Computer Based Examination has to be conducted by the User Department concerned to which the post belongs. Hence, it is in the interest of the User Departments to complete the Scrutiny and Document Verification of such candidates for the relevant posts at the early possible date so that the process of recruitment can be completed in a time bound manner.

2. The procedure needs to be adopted by the User Department(s) and the Regional Office of SSC for the aforesaid purpose are given below-

- a. The User Department will conduct **Preliminary Scrutiny** of eligibility and furnish the **Status Report** [i.e. tentative list of Accepted and Rejected (*along-with reasons*) list of all candidates] to the concerned Regional Office(s) of SSC.
- b. The concerned Regional Office of SSC will upload the aforesaid tentative list of Accepted and Rejected (*along-with reasons*) list of candidates on their website for **calling representations**, if any, from the candidates within a period of 10 days from uploading the said list.
- c. The concerned Regional Office of SSC will forward these representations of the candidates to the User Department for consideration/examination and furnishing the **Provisionally Accepted and Rejected** list of candidates.
- d. The **Provisionally Accepted and Rejected list of candidates** (*provided by User Department*) will be uploaded on the website of concerned Regional Office of SSC for further process of recruitment (*i.e. Document Verification by the User Department concerned*).
- e. Based on provisionally Accepted and Rejected list of candidates published on the website of concerned Regional Office of SSC, the User Department will **conduct Document Verification** and furnish **a detailed report** to the Regional Office concerned for further process.

3. The User Department may consult the concerned Regional Office of SSC in case of any query/information.

Under Secretary (RHQ)  
Dated: 18th October, 2023