(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 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 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: Matriculation (10th Class) Examination Details which include:
    i.   Name of Education Board
    ii. Roll Number
    iii. Year of passing

h. S No-7: Gender

i. S No-8: 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, 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, 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.

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 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.**

8. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

BASIC DETAILS

1. Do you have Aadhaar ? *   ○ Yes   ● No

1a. Aadhaar Number

Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID * | Driving License   ⌄ |

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 |

1. Name should be same as mentioned in Matriculation Certificate
2. 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) * | 02/07/1998 |

Date Of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) * | 02/07/1998 |

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 *

2013

(vi). Verify Year of Passing *

2013

7a. Gender *

◉ Male   ○ Female   ○ Transgender

7b. Verify Gender *

◉ Male   ○ Female   ○ Transgender

8. Level of Educational Qualification *

Graduation

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 *

Delhi

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 (PwBD)? *	○ 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 colour 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 frontal view of the face should be visible. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-V**

    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**.

    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 '**Multi-Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, 2022'** section under 'Latest Notifications' tab.

4. Information in columns at S No-1 to 14 will be filled automatically from your One-time Registration Data which is non-editable. **However, if you want to modify any of the 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-15: 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.

6. S No-16: Choose the language in which you want to take Computer Based Examination.

7. S No-17: 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 and therefore they should select 'No'.

8. S No-18.1: Provide information on whether you are suffering from Bechmark Disabilities in mentioned categories. (Please refer Para 8.1 of the Notice of Examination)

9. S No-18.2: Indicate if you have physical limitation to write. Please go through Para-8.2 and 8.3 of the Notice of Examination for more information.

10. S No-18.3 to 18.5: If you are eligible for availing the facility of scribe as per Para-8 of the Notice of examination, provide information about the requirement of scribe.

11. S No-19: If you are seeking age relaxation, select appropriate age-relaxation category.

12. S No-20: Indicate your preferences for the Post-cum-States/ UTs/ CCAs in the order of priority. You are advised to give as many preferences of States/ UTs / CCAs as you may like.

13. S No-21: Indicate your highest qualification.

14. S No-22: Provide details of the qualifying educational qualification.

15. S No-23: Please see Notice of Examination, Para No. 23 and fill up accordingly.

16. S No-24, 25 and 26: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration data.

17. Upload your recent Photograph without spectacles/cap (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1a above. Applications with blurred photograph will be rejected. **Specimen of Photographs acceptable/ not acceptable is given at Annexure-V. Candidates may refer to the same.**

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

19. S No-27: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.

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

21. 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.

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 SBI Branches by generating SBI Challan. Refer Para-11 of the Notice of Examination for further information on the payment of fee.

24. When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as '**Application Received** (**Contents Not Verified**)'. 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.

MULTI TASKING (NON-TECHNICAL) STAFF, AND HAVALDAR (CBIC & CBN) 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 the Matriculation Certificate):	02/07/1998
6. Age as on 01/01/2023:	24.5
7. Gender:	Male
8. Category:	UR
9. Whether Person with 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 (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	301739
14. Matriculation (10th Class) Year of Passing:	2013

15. Preference of Examination Centres:*

Center 1 ⌄	Center 2 ⌄	Center 3 ⌄

16. Medium for Computer Based Examination (CBE): * --Select-- ⌄

Verify Medium for Computer Based Examination (CBE): --Select-- ⌄

17.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :* ○ Yes ○ No

17.2. Date of Joining the Armed Forces (DD/MM/YYYY):

17.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

17.4. Length of service in the Armed Forces:

17.5. 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-6.4

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

18.1. Are you a person with benchmark disabilities (40% or more) in the following categories:
(i) Blindness (VH) and/or
(ii) Both Arms Affected (BA) and/or
(iii) Cerebral Palsy (CP)?

○ Yes   ○ No

Please refer para 8.1 of the Notice

18.2. Do you have a physical limitation to write as per para 8.2 and 8.3 of the Notice?:

○ Yes   ○ No

18.3. Whether scribe is required?:

○ Yes   ○ No

Please see Para - 8 of the Notice

18.4. Will you make your own arrangement of Scribe?:

○ Yes   ○ No

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

| Please Select ⌄ |

19.1. Whether seeking Age Relaxation? :*

○ Yes   ○ No

19.2. If Yes, Age Relaxation code:
Please see Para - 6.2 of the Notice

| --Select Age Relaxation Code-- ⌄ |

State(s) / U.T.(s)/ CCA(s)

Codes	State(s) / U.T.(s)/ CCA(s)	Codes	State(s) / U.T.(s)/ CCA(s)	Codes	State(s) / U.T.(s)/ CCA(s)
11	Chandigarh : Havaldar-CGST	32	Odisha : MTS	53	Dadra and Nagar Haveli and Daman and Diu : MTS
12	Chandigarh : MTS	33	Sikkim : MTS	54	Goa : MTS
13	Haryana : MTS	34	West Bengal : MTS	55	Gujarat : MTS
14	Himachal Pradesh : MTS	35	Guwahati : Havaldar-CGST	56	Maharashtra : MTS
15	Jammu and Kashmir : MTS	36	Arunachal Pradesh : MTS	57	Chennai : Havaldar-CGST
16	Ladakh : MTS	37	Assam : MTS	58	Hyderabad : Havaldar-CGST
17	Punjab : MTS	38	Manipur : MTS	59	Chennai : Havaldar-Customs
18	Delhi : Havaldar-CGST	39	Meghalaya : MTS	60	Visakhapatnam : Havaldar-Customs
19	Jaipur : Havaldar-CGST	40	Mizoram : MTS	61	Andhra Pradesh : MTS
20	Delhi : MTS	41	Nagaland : MTS		

20. Preference of State(s)/ UT(s)/ CCA(s): *

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Reset

Filling of all preferences is mandatory. However, if you want to give limited preferences then enter 'X' in remaining boxes.

21. Highest Educational Qualification: *   --Select--

22. 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			

23. 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? *   ○ Yes   ○ No

Please see Para - 23 of the Notice

24. Correspondence Address: Sample Permanent Address

State: Punjab

District: Patiala

Pin: 140401

25. Permanent Address   Sample Permanent Address

State: Punjab

Pin: 140401

Mobile Number: 8111111111

Email: adityaxii@gmail1.com

26. Contact Details for Other Nationals:

Photograph And Signature

Upload a photograph without Spectacles/Cap taken on or after 18-Oct-2022 *

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

27. Whether the photograph has been taken on or after 18-Oct-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

MDEV7

Try Another

ENTER TEXT

Preview   Reset   Close