15. **Admission to the Examination:**

15.1 All candidates who register themselves in response to this Notice by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stage of the Examination.

15.2 The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting/User Organization/Office. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the Commission or the Indenting/User Organization/Office. After scrutiny of the certificates/documents of EQs/caste/category, etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.

15.3 Admission Certificate for the Computer Based Examination will be issued online by uploading on the website of the concerned Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters(*i.e.*, https://ssc.nic.in) and concerned Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (details at **para-12.1**) for updates and information about the examination.

15.4 Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the websites of the concerned Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/her details on the website of the Commission, one week before the date of examination, he/she must immediately contact the concerned Regional/Sub-Regional Office of the Commission with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim for consideration.

15.5 Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidates not furnishing these particulars shall not be entertained.

15.6 Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional/Sub-Regional Office. Candidates must bring printout of the Admission Certificate to the Examination Hall.

15.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, **Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate**, such as:

	15.7.1	Aadhaar Card/ Printout of E-Aadhaar,
	15.7.2	Voter's ID Card,
	15.7.3	Driving License,
	15.7.4	PAN Card,
	15.7.5	Passport,
	15.7.6	School/ College ID Card,
	15.7.7	Employer ID Card (Govt./PSU/Private), etc
	15.7.8	Ex-serviceman Discharge Book issued by Ministry of Defence, Any other photo bearing ID Card issued by the Central/ State Government.

15.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ICSE/State Boards; Birth Certificate, Category Certificate etc.) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

15.9 PwBD/PwD candidates using the facility of scribes as per **paras 9.1, 9.2 and 9.3** shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

15.10 Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.

15.11 Applications with blurred photograph and/or signature will be rejected.

16 **Document Verification (DV): In view of the decision of the Government to expedite the recruitment process, Document Verification (DV) will be conducted by the User Organizations/Offices after declaration of the final result.**

16.1 Staff Selection Commission recruits personnel as per the vacancies reported by the User Departments/Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up by direct recruitment. After declaration of final result of the examination, dossiers of selected candidates are forwarded to the User Departments/Organizations. The User Departments/Organizations shall accept the dossiers forwarded after declaration of final result. No User Department/Organization shall return the dossier(s) of selected candidates on the ground of non-availability of Horizontal vacancies or on the ground that a Horizontal vacancy exists but the dossier of that category has not been provided by the Commission.

16.2 Staff Selection Commission confirms the vacancies from User Departments/Organizations before declaration of the final result. Final result is declared and nominations/recommendations are made only against such confirmed vacancies. The User Departments/Organizations will, therefore, accept the nominations made and dossiers sent to them. In case a Department/Organization is wound up, reorganized, or transferred under the administrative control of another Department/Ministry/ Organization, its successor/administrative Department/Ministry will

accept the dossiers. In case, the entire hierarchy of organizations upto the Ministry level is wound up, the Ministry/Department to which its work has been transferred would accept the dossiers. In the event that work of the Organization/Department has not been transferred to any other Department/Ministry, the Department/Ministry whose work is closely related to the erstwhile work of the former will accept the dossiers. Decision of the Commission in this regard would be final.

16.3 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non-joining of candidates or any other reason(s) will not be filled up in that recruitment year and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.

16.4 As per policy of the Commission, SSC does not maintain waiting list/reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

16.5 The candidates are required to appear for Document Verification along with the photocopies and original documents indicated in para 16.6 as and when asked by the concerned authority(ies).

16.6 Candidates will have to submit copies of various documents as given below at the time of Document Verification by the User Organizations/Offices:

(i) Matriculation/Secondary Certificate.

(ii) Educational Qualification Certificate.

(iii) Experience Certificate, if applicable.

(iv) Caste/ Category Certificate, if belongs to reserved categories.

(v) Persons with Disabilities Certificate in the required format, if applicable.

(vi) For Ex-Servicemen (ESM):

(a) Undertaking as per **Annexure-VI.**

(b) Serving Defence Personnel Certificate as per **Annexure-V**, if applicable.

(c) Discharge Certificate, if discharged from the Armed Forces.

(vii) Relevant Certificate if seeking any age relaxation.

(viii) No Objection Certificate, in case already employed in Government/ Government undertakings.

(ix) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. shall submitted the following documents:

(a) In case of marriage of women: Photocopy of husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

(b) In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

(c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

(d) In other circumstances for change of name for both male and female: Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

(x) Any other document specified in the Admission Certificate for DV.

(xi) It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.

17   **Post Preferences:**

17.1   Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Organization/Office, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options.

17.2   The option/preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/Department by candidates shall not be entertained under any circumstances. If the candidate has not opted for a Post/Department, he/she shall not be considered for selection to such post irrespective of his/her merit position. Therefore candidates must exercise due diligence and be very careful while giving their post-preferences.

17.3   Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

17.4   Posts of Junior Engineers in BRO have stringent requirements of physical and medical standards including Physical Efficiency Test (Details available at **Schedule**). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/department. Candidates are therefore advised to go through thoroughly these requirements and submit their considered preference of posts.