

- 10.2 A candidate has to give option for three centres, in the order of priority, within the same Region. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.
- 10.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

11 **Scheme of the Examination:**

- 11.1 The Examination will be conducted in four tiers as indicated below:
- 11.1.1 Tier-I: Computer Based Examination
 - 11.1.2 Tier-II: Computer Based Examination
 - 11.1.3 Tier-III: Pen and Paper Mode (Descriptive paper)
 - 11.1.4 Tier-IV: Computer Proficiency Test/ Data Entry Skill Test (wherever applicable)/ Document Verification.
- 11.2 The Commission reserves the right to make changes in the Scheme of Examination.
- 11.3 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
- 11.4 Tentative Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, on payment of Rs 100/- per question within the time limit given by the Commission through on-line modality only. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.
- 11.5 The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through the website of the Commission.
- 11.6 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 11.7 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

11.8 Scheme of Tier-I and Tier-II Examinations:

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
I	A. General Intelligence and Reasoning	25	50	60 Minutes (1 hour and 20 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	
II	Paper-I: Quantitative Abilities	100	200	120 Minutes (for each Paper)
	Paper-II: English Language and Comprehension	200	200	(2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)
	Paper-III: Statistics	100	200	
	Paper-IV: General Studies (Finance and Economics)	100	200	

- 11.8.1 Tier-I and Tier-II will consist of Objective Type, Multiple choice questions only. The questions will be set both in English & Hindi except for English Comprehension in Tier-I and Paper-II in Tier-II.
- 11.8.2 In Tier-I, there will be negative marking of 0.50 for each wrong answer.
- 11.8.3 In Tier-II, there will be negative marking of 0.25 for each wrong answer in Paper-II (English Language and Comprehension) and of 0.50 marks for each wrong answer in Paper-I, Paper-III and Paper-IV.
- 11.8.4 In Tier-II, Paper-I and Paper-II are compulsory for all the posts.
- 11.8.5 Paper-III of Tier-II will be for only those candidates who apply for the posts of Junior Statistical Officer (JSO) in the Ministry of Statistics and Programme Implementation and Statistical Investigator Grade-II in the office of Registrar General, India (M/o Home Affairs) and who are shortlisted in Tier-I for these Posts.
- 11.8.6 In Tier-II, Paper-IV will be for only those candidates who are shortlisted in Tier-I for Paper-IV i.e. for the posts of Assistant Audit Officer/ Assistant Accounts Officer.

11.9 Scheme of Tier-III Examination:

Tier	Mode of Examination	Scheme of Examination	Maximum Marks	Time Allowed
III	Pen and Paper mode	Descriptive Paper in English or Hindi (Writing of Essay/ Precis/ Letter/ Application etc.)	100	60 Minutes (1 hour and 20 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)

11.9.1 The Paper in Tier-III will have to be written either in Hindi or in English. Part paper written in Hindi and part in English will be awarded zero marks.

11.9.2 In Tier-III, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

11.9.3 Candidates are strictly advised not to write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Tier-III). The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

11.10 Tier-IV (Skill Test):

11.10.1 In the Tier-IV, Computer Proficiency Test and Data Entry Skill Test will be conducted.

11.11 Indicative Syllabus (Tier-I):

11.11.1 **Tier-I: General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

- 11.11.2 **General Awareness:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- 11.11.3 **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- 11.11.4 **English Comprehension:** Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.
- 11.11.5 The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.
- 11.12 **Indicative Syllabus (Tier-II):**
- 11.12.1 **Paper-I (Quantitative Abilities):** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- 11.12.2 **Paper-II (English Language and Comprehension):** Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in

the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

11.12.3 Paper-III (Statistics):

- 11.12.3.1 **Collection, Classification and Presentation of Statistical Data** – Primary and Secondary data, Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distributions.
- 11.12.3.2 **Measures of Central Tendency**- Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.
- 11.12.3.3 **Measures of Dispersion**- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.
- 11.12.3.4 **Moments, Skewness and Kurtosis** – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.
- 11.12.3.5 **Correlation and Regression** – Scatter diagram; simple correlation coefficient; simple regression lines; Spearman’s rank correlation; Measures of association of attributes; Multiple regression; Multiple and partial correlation (For three variables only).
- 11.12.3.6 **Probability Theory** – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes’ theorem.
- 11.12.3.7 **Random Variable and Probability Distributions** – Random variable; Probability functions; Expectation and Variance of a random variable; Higher moments of a random variable; Binomial, Poisson, Normal and Exponential distributions; Joint distribution of two random variable (discrete).
- 11.12.3.8 **Sampling Theory** – Concept of population and sample; Parameter and statistic, Sampling and non-sampling errors; Probability and non-probability sampling techniques(simple random sampling, stratified sampling, multistage sampling, multiphase sampling, cluster sampling, systematic sampling, purposive sampling, convenience sampling and quota sampling); Sampling distribution(statement only); Sample size decisions.
- 11.12.3.9 **Statistical Inference** - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.
- 11.12.3.10 **Analysis of Variance** - Analysis of one-way classified data and two-way classified data.

- 11.12.3.11 **Time Series Analysis** - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.
- 11.12.3.12 **Index Numbers** - Meaning of Index Numbers, Problems in the construction of index numbers, Types of index number, Different formulae, Base shifting and splicing of index numbers, Cost of living Index Numbers, Uses of Index Numbers.
- 11.12.4 **Paper-IV (General Studies-Finance and Economics):**
- 11.12.4.1 **Part A: Finance and Accounts-(80 marks):**
- 11.12.4.1.1 **Fundamental principles and basic concept of Accounting:**
- 11.12.4.1.1.1 **Financial Accounting:** Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.
- 11.12.4.1.1.2 **Basic concepts of accounting:** Single and double entry, Books of original Entry, Bank Reconciliation, Journal, ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & loss Appropriation Accounts, Balance Sheet Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self Balancing Ledgers.
- 11.12.4.2 **Part B: Economics and Governance-(120 marks):**
- 11.12.4.2.1 **Comptroller & Auditor General of India- Constitutional provisions, Role and responsibility.**
- 11.12.4.2.2 **Finance Commission-Role and functions.**
- 11.12.4.2.3 **Basic Concept of Economics and introduction to Micro Economics:** Definition, scope and nature of Economics, Methods of economic study and Central problems of an economy and Production possibilities curve.
- 11.12.4.2.4 **Theory of Demand and Supply:** Meaning and determinants of demand, Law of demand and Elasticity of demand, Price, income and cross elasticity; Theory of consumer's behaviour-Marshallian approach and Indifference curve approach, Meaning and determinants of supply, Law of supply and Elasticity of Supply.
- 11.12.4.2.5 **Theory of Production and cost:** Meaning and Factors of production; Laws of production- Law of variable proportions and Laws of returns to scale.
- 11.12.4.2.6 **Forms of Market and price determination in different markets:** Various forms of markets-Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly ad Price determination in these markets.

11.12.4.2.7 **Indian Economy:**

11.12.4.2.7.1 Nature of the Indian Economy Role of different sectors- Role of Agriculture, Industry and Services-their problems and growth;

11.12.4.2.7.2 National Income of India-Concepts of national income, Different methods of measuring national income.

11.12.4.2.7.3 Population-Its size, rate of growth and its implication on economic growth.

11.12.4.2.7.4 Poverty and unemployment- Absolute and relative poverty, types, causes and incidence of unemployment.

11.12.4.2.7.5 Infrastructure-Energy, Transportation, Communication.

11.12.4.2.8 **Economic Reforms in India:** Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment.

11.12.4.2.9 **Money and Banking:**

11.12.4.2.9.1 Monetary/ Fiscal policy- Role and functions of Reserve Bank of India; functions of commercial Banks/RRB/Payment Banks.

11.12.4.2.9.2 Budget and Fiscal deficits and Balance of payments.

11.12.4.2.9.3 Fiscal Responsibility and Budget Management Act, 2003.

11.12.4.2.10 **Role of Information Technology in Governance.**

11.12.5 Questions in Paper-I will be of Matriculation Level, Paper-II of 10+2 Level and in Paper-III and Paper-IV of Graduation Level.

11.13 **Skill Test:**

11.13.1 **Date Entry Skill Test (DEST):**

11.13.1.1 For the post of Tax Assistants (Central Excise & Income Tax): Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depression per hour on Computer.

11.13.1.2 The “Data Entry Speed Test” Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. This test will be of qualifying nature. Computers for the test will be provided by the Commission at the Centre/ venue notified for the purpose. The Skill Test will be held at the Commission’s Regional/ Sub-Regional Offices or at other Centres as may be decided by the commission. Detailed instructions regarding Skill Test will be sent by the Regional/ Sub Regional Offices of the Commission to eligible candidates declared qualified for appearing in Skill Test. Information about evaluation of Typing Test/ DEST are available on the Commission’s website <https://ssc.nic.in> (Candidate’s Corner).

11.13.1.3 The Skill test will be conducted in the manner decided by the Commission for the purpose.

11.13.1.4 OH candidates opting for the post of Tax Assistant in CBDT are exempted for appearing in Skill Test. OH candidates opting for post of Tax Assistant in CBEC are not exempted from Skill Test. HH and VH candidates are not eligible for exemption from the Skill Test.

11.13.1.5 PwD candidates who are eligible for scribes as para-7.1 and 7.2 of the Notice of Examination will be allowed additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of Skill Test.

11.13.2 Computer Proficiency Test (CPT):

11.13.2.1 The Commission will hold Computer Proficiency Test (CPT), comprising of three modules: (i) Word Processing, (ii) Spread Sheet and (iii) Generation of Slides, for the posts of Assistant Section Officer in CSS, MEA & AFHQ, Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs, Assistant (GSI) in the Ministry of Mines, Inspector (Central Excise), Inspector (Preventive Officer) & Inspector (Examiner) in CBIC. The CPT will be conducted in the manner decided by the Commission for the purpose. No exemption from CPT is allowed for any category of PwD candidates. CPT will be of qualifying nature.

11.13.2.2 Detailed instructions regarding CPT will be provided by the Regional/ Sub Regional Offices of the Commission to eligible candidates declared qualified for appearing in the CPT.

12 Admission to the Examination:

12.1 All candidates who register themselves in response to this advertisement 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 Certificates (AC) by the Regional/ Sub-Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

12.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be scrutinized by the User Departments after the declaration of result. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

12.3 Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Therefore candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.

12.4 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/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail 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.

- 12.5 Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 12.6 Facility for download of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 12.7 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:
 - 12.7.1 Aadhaar Card/ Printout of E-Aadhaar,
 - 12.7.2 Voter's ID Card,
 - 12.7.3 Driving License,
 - 12.7.4 PAN Card,
 - 12.7.5 Passport,
 - 12.7.6 ID Card issued by University/ College/ School,
 - 12.7.7 Employer ID Card (Govt./ PSU),
 - 12.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
 - 12.7.9 Any other photo bearing ID Card issued by the Central/ State Government.
- 12.8 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) in 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.
- 12.9 PwD candidates using the facility of scribes as per Para 7.1 and 7.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.
- 12.10 Any other document mentioned in the Admission Certificate may also be carried by the candidates while appearing in the Examination.
- 12.11 Applications with blurred photograph and/ or signature will be rejected.

13 **Document Verification (DV):**

- 13.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para: 15.6.
- 13.2 Detailed options for various posts and departments will be taken from the candidates either online before DV or at the time of Document Verification. A candidate will not be considered for a Post and Ministry/ Department/

Organization, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates are advised to be careful in exercise of such options.**

- 13.3 While giving preference of the posts/ Departments either online before DV or at the time of Document Verification, the candidates may note that the following posts have **specific requirements of Physical Standards, Physical Tests and Medical Standards**:
- 13.3.1 Inspector (Central Excise)-CBIC
 - 13.3.2 Inspector (Examiner)-CBIC
 - 13.3.3 Inspector (Preventive Officer)-CBIC
 - 13.3.4 Inspector-CBN
 - 13.3.5 Sub-Inspector-CBN
 - 13.3.6 Sub-Inspector-CBI
 - 13.3.7 Sub-Inspector-NIA
 - 13.3.8 Upper Divisional Clerk-BRO
- 13.4 Detailed information about the Physical Standard, Physical Tests about the posts at 13.3.1 to 13.3.7 are given at **Annexure-XV** and information about the Physical Standards, Physical Tests and Medical Standards for the post of Upper Divisional Clerk in BRO are given at **Annexure-XVI**.
- 13.5 Candidates must ensure that they fulfill all the requirements of Physical Standards, Physical Tests and Medical Standards before giving their preferences/ options. Measurement of Physical Standards, Physical Tests and Medical Tests will be conducted by the concerned User Department after final selection and nomination of candidates by the Staff Selection Commission. **If a candidate fails in such tests, his/ her candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts/ Departments.**
- 13.6 Candidates have to bring two passport size recent colour photographs and one **original valid Photo ID Proof** while appearing for the Document Verification. Photo ID Proof can be:
- 13.6.1 Aadhaar Card/ Printout of E-Aadhaar.
 - 13.6.2 Voter ID Card.
 - 13.6.3 PAN Card.
 - 13.6.4 Passport.
 - 13.6.5 Driving License.
 - 13.6.6 Government School/ College ID Card.
 - 13.6.7 Employer ID (Govt./ PSU)
- 13.7 Candidates will have to submit copies of various documents like:
- 13.7.1 Matriculation/ Secondary Certificate.
 - 13.7.2 Educational Qualification Certificate.
 - 13.7.3 Caste/ Category Certificate, if belongs to reserved categories.

- 13.7.4 Persons with Disabilities Certificate in the required format, if applicable.
- 13.7.5 For Ex-Servicemen (ESM):
 - 13.7.5.1 Undertaking as per **Annexure-VII**.
 - 13.7.5.2 Serving Defence Personnel Certificate as per **Annexure-VI**, if applicable.
 - 13.7.5.3 Discharge Certificate, if discharged from the Armed Forces.
- 13.7.6 Relevant Certificate if seeking any age relaxation.
- 13.7.7 Certificate as per **Annexure-V** by the Central Government Civilian Employees.
- 13.7.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 13.7.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 13.7.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses 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;
 - 13.7.9.2 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 names 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.
 - 13.7.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 13.7.9.4 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.
- 13.8 Any other document specified in the Admission Certificate for DV.

14 **Mode of Selection:**

- 14.1 All candidates who register themselves in response to this advertisement 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 (Tier-I).
- 14.2 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose jurisdiction the examination

centres opted by the candidate are located (detail at para-10.1).

- 14.3 Minimum qualifying marks in Tier-I, each Paper of Tier-II and Tier-III Examination are as follows:
- | | | | |
|--------|----------|---|-----|
| 14.3.1 | UR | : | 30% |
| 14.3.2 | OBC/ EWS | : | 25% |
| 14.3.3 | Others | : | 20% |
- 14.4 Based on the marks scored in Tier-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Tier-II and Tier-III Examinations. Separate cut-offs will be fixed for Paper-III of Tier-II (i.e. for the post of JSO and Statistical Investigator Grade-II), Paper-IV of Tier-II (i.e. for the posts of Assistant Audit Officer and Assistant Accounts Officer) and for Paper-I + Paper-II of Tier-II (i.e. for all other posts).
- 14.5 Tier-II and Tier-III Examinations will be conducted for all the candidates qualified in Tier-I. In Tier-II, all the candidates will be required to appear in Paper-I and Paper-II. However, only specific candidates shortlisted for the posts of JSO/ Statistical Investigator and Assistant Audit Officer/ Assistant Accounts Officer will be required to appear in Paper-III and Paper-IV respectively.
- 14.6 Based on the aggregate performance in Tier-I and Tier-II Examinations, candidates will be shortlisted for evaluation of Tier-III Examination. The candidates who are not qualified in Tier-II will not be eligible for evaluation of Tier-III and they will not be considered for further selection process.
- 14.7 Based on the aggregate performance of qualified candidates in Tier-I, Tier-II and Tier-III Examinations, candidates will be shortlisted to appear in Document Verification and Skill Tests i.e. Computer Proficiency Test (CPT) and Data Entry Skill Test (DEST). Skill Tests where prescribed are mandatory but qualifying in nature. If a candidate does not appear in Skill Test or fails to qualify the Skill Test, he/ she will not be eligible for the posts where CPT/ DEST are mandatory.
- 14.8 Preference of posts will be taken from the candidates either online before DV or at the time of Document Verification.
- 14.9 **Posts listed at Para-13.3 have mandatory requirements of physical and medical standards including Physical Efficiency Test (Details of such requirements are available at Annexure-XV and XVI). Examination of such physical and medical standards will be conducted after the final selection of candidates by the concerned User Department. If a candidate fails in such tests, his/ her candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts.**
- 14.10 Merit list will be prepared on the basis of overall performance of candidates in Tier-I, Tier-II and Tier-III Examinations. Final selection of candidates, in each category, will be made on the basis of aggregate marks scored by them in 'Tier-I, Tier-II and Tier-III examinations' and 'preference of posts' exercised by them. Once the candidate has been given his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of posts very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons.

- 14.11 The final allotment of posts are made on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example, if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards for that post, his/ her candidature will be rejected and he/ she will not be considered for any other posts.
- 14.12 SC, ST, OBC, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ExS and PwD candidates.
- 14.13 SC, ST, OBC, EWS, ESM and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 14.14 A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with disability of relevant category.
- 14.15 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post.
- 14.16 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- 14.17 Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).
- 14.18 Candidates on final selection may be allotted a State/ UT/ Zone by the concerned User Ministry/ Department/ Organization. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry/ Department/ Organization.