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(v) All educational certificates other than Central Board/State Board(s) should be accompanied with Government notification declaring the equivalence of such qualification, for service under Central Government (original certificate and equivalency certificate should be produced at the time of documentation).

(vi) **Date of Birth (D.O.B.) and name as recorded in Matriculation certificate will be accepted for determining the age and name. No subsequent request for change in date of birth and name will be considered.**

6. **AGE RELAXATION:-** (i) Age relaxation available to different category of eligible candidates, are as under in accordance with the orders issued by the Central Government from time to time :-

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	Ex-Servicemen	3 years after deduction of the military service rendered from the actual age.
4.	**Departmental Candidates (for Central Govt. Employee)	Up to the age of 40 years in the case of UR candidate, up to 43 years in the case of candidate belong to OBC and up to 45 years in the case of candidate belong to the Scheduled Castes or the Schedules Tribes.
5.	Candidate who had ordinarily been domiciled in the UTs of J & K and Ladakh during the period from 1st January 1980 to 31st December 1989 (UR).	5 years
6.	Candidates who had ordinarily been domiciled in the UTs of J & K and Ladakh during the period from 1st January 1980 to 31st December 1989 (OBC).	(3+5) 8 years
7.	Candidates who had ordinarily been domiciled in the UTs of J & K and Ladakh during the period from 1st January 1980 to 31st December 1989 (SC/ST).	(5+5) 10 years
8.	* Children and dependent of victims killed in the 1984 riots (Unreserved)	5 years
9.	* Children and dependent of victims killed in the 1984 riots (OBC)	(3+5) 8 years
10.	* Children and dependent of victims killed in the 1984 riots (ST/SC)	(5 + 5) 10 years

\* Children mean (a) Son (including adopted son); or (b) Daughter (including adopted daughter) Dependent family members mean: (a) Spouse; or (b) Children; or (c) Brother or Sister in the case of unmarried Govt. servant who were wholly dependent on the Govt. servant at the time of his/her killing in the riot. The candidate will have to produce a certificate to the effect, issued by the concerned District Collector to claim relaxation in age.

\*\* Government employees/ servants claiming age relaxation should be in possession of certificate from their office in respect of the length of continuous service which should not be less than 03 years in the immediate period preceding the closing date of receipt of application. They should continue to have the status of Government servant/ employee till the time of appointment. In the event of their selection, the candidate will have to produce NOC from his/her parent department.

6.1 In case of candidates belonging to OBC category, the Non Creamy layer status should have been obtained within three years of the closing date of receipt of application as mentioned at para- 5 (i). The OBC certificate in prescribed format (Annexure-I) issued by a competent authority will only be accepted as proof of belonging to OBC category at the time of documentation.

6.2 Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the concerned competent authority at the time of documentation.

6.3 The candidates seeking relaxation under SC/ST category should submit the certificate as per Annexure-II issued by the concerned district authorities at the time of documentation. In the event of non-production of the certificate, their claim for SC/ST category will not be considered and the candidature of candidate will be cancelled straightway. No correspondence in this regard will be entertained by SSB at later stage and candidate himself/ herself is liable for cancellation of his/ her candidature due to non production of SC/ST certificate as per format at the time of documentation.

6.4 The candidates seeking relaxation under OBC category should submit the certificate as per Annexure-I at the time of documentation. In the event of non-production of OBC certificate in prescribed format,

the candidate will be considered under unreserved category, if he/she fulfills the eligibility conditions prescribed for undeserved category. Certificate on any other format will not be accepted and the candidature of candidate who wants to avail relaxation under OBC category will be cancelled straightway. No correspondence in this regard will be entertained by SSB. Candidate is liable for cancellation of his/ her candidature due to non production of OBC certificate as per format at the time of documentation.

6.5 The candidates seeking relaxation under Economically Weaker Sections (EWSs) and not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8,00,000/- (Rupees Eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e Salary, Agriculture, Business, Profession etc. for the financial year prior to the year of application. Candidates are required to submit the certificate as per Annexure-III. EWS certificate should be valid for 2026-2027.

Also a person whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- (a) Five acres of agricultural land and above.
- (b) Residential flat of 1000 sq. ft. and above.
- (c) Residential plot of 100 sq. yards and above in notified municipalities.
- (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

7. **DEFINITION/ SPECIAL INSTRUCTION FOR EX-SERVICEMEN :-**

(A) An 'ex-serviceman' means a person, who has served in any rank (whether as a combatant or non-combatant) in the Regular Army, Navy or Air Force of the Indian Union, and

(i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

(ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(iii) who has been released from such service as a result of reduction in establishment OR

(B) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; OR

(C) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; OR

(D) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; OR

(E) Gallantry award winners of the Armed Forces including personnel of Territorial Army; OR

(F) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(G) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-serviceman will be permitted to apply for re-employment one year before the completion of the specified term of engagement and shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

(H) Ex-Servicemen (ESM) who have already secured employment in civil side under Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not

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eligible for reservation in ESM category and fee concession. However, he can avail the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.

- (I) The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation.
- (J) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the closing date of receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of applications. The decision on the issue of eligibility of ex-servicemen shall be governed by the decision taken by the DoP&T on the judgment of Hon'ble Delhi High Court in Writ Petition (C) No. 520/2020 dated 01.12.2020.

**Note:-** Age relaxation is not admissible to sons, daughters and dependents of ex-servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

**8. Disqualification:-**

- (i) No person:-
  - (a) Who has entered into or contracted a marriage with a person having a spouse living; or
  - (b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.
- (ii) Conviction by any court of law.
- (iii) Dismissal from Government Service.

**9. Verification of Biometric:** After attendance, Biometrics of the candidates will be taken for verification in all stages.

Further, during this process biometrics of both thumb (Left & Right) of candidates should be matched. In the event of non matching of biometric of Left & Right thumb of candidate from the previously stored biometrics data (taken during PET/PST & written examination). Candidature of such candidates may be marked as suspected category candidate.

**10. FEE PAYABLE AND MODE OF PAYMENT:-** UR, EWS and OBC category candidates will require to pay examination fee amounting to **Rs. 100/- (Rupees one hundred) only (Non Refundable)** through net-banking/ credit card/ debit card/UPI. **However, SC, ST, Ex-Serviceman and female candidates are exempted from payment of examination fees.**

**11. HOW TO APPLY:-**

Candidates are advised to go through the instructions and detailed advertisement available on SSB official website <https://recruitment.ssb.gov.in/> & <https://ssb.gov.in/> carefully before filling up the application form.

**PART-I**

Sl	Particulars	Instruction/ Guidelines
1.	Post	Candidate will have to fill the post name for which he/she wants to apply. (A candidate can apply for only one post)
2.	Candidate's Name	Candidates will have to fill their first name, middle name and last name in capital letters as shown in their matriculation certificate.
3.	Father's/ Husband's Name	Candidate will have to fill his/ her father's / Husband's Name, preferably in capital letters as per their matriculation certificate.

4.	Mother's Name	Candidate will have to fill his/ her mother's name, preferably in capital letters as per their matriculation certificate.
5.	Date of Birth	Date of Birth will have to be mentioned in DD/MM/YYYY format as per matriculation certificate.
6.	Gender	The candidates will have to select gender as applicable (Male or Female)
7.	Nationality	Candidates will have to fill their nationality i.e Indian or Others. If others candidates will have to select subject of Nepal/ subject of Bhutan.
8.	Religion	Candidate will have to fill his/her religion i.e Hindu, Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsees), Jains or others. If others, candidates will have to mention name of his/ her religion.
9.	Marital Status	The candidate will have to fill their current marital status as Married/ Un-married/ Divorcee/ widowed.
10.	Category	Candidate should fill the category to which he/she belongs i.e. Gen/ EWS/OBC/ SC/ ST. Keeping in view the problems faced by the candidates Govt. of India had revised the format of OBC certificate vide DoP&T No.36036/2/2013-Estt.(Res) dated 30.05.2014. Candidates selecting OBC category must ensure that he/she is belonging to the community which is recognized as a Backward Class for Central Services by the Govt. of India for the purpose of reservation in services as per orders contained in GOI instructions and in DoP&T OM No.36012/22/93-Estt(SCT) dated 08.09.1993. He/ She should also ensure that he/she does not belong to persons/ sections (Creamy layer) mentioned in column 3 of the schedule of the above referred OM dtd 08/09/1993 to claim relaxation.
11.	Whether candidate intends to claim relaxation in height /Chest measurement (PST standard)	If candidate belongs to a community (Garhwali/ Kumaonis/Gorkhas/Dogras/Marathas) & intends to claim relaxation in PST standard i.e. height & chest, then he/she has to fill his/her community & certificate details.
12.	Whether Affected in 1984 Riots	Candidates affected by 1984 Riots, will have to fill certificate details.
13.	Whether ordinarily been domiciled in the UTs of J&K and Ladakh during 1.1.1980-31.12.1989	Candidates who had ordinarily been domiciled in the UTs of J&K and Ladakh during the period from 1 <sup>st</sup> January 1980 to 31 December 1989 will have to fill certificate details.
14.	Whether Ex-Serviceman	Applicable for Ex-serviceman only. If yes, candidate will have to fill length of service and date of discharge.
15.	Whether Departmental Candidates with three years continuous service in Central Government	Applicable to Departmental candidates. Candidate will have to fill employment details.
16.	Aadhaar Number	Candidate will have to fill-up their 12-digit Aadhaar number. If the candidates do not have Aadhaar Number, they may fill number of photo bearing Identity Card such as Driving License, Voter Card, Pan Card, Identity Card issued by University/ College.
17.	Identification Marks	Candidate will have to fill his/ her identification marks which are clearly visible.
18.	Mobile Number	Candidate will have to mention a valid mobile number. Providing of mobile number is mandatory. If any candidate does not provide/ mention his/ her mobile number, he/she will be responsible for non receipt of any information/ update about examination to be provided by the SSB/ or any information in exigency.

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19.	E-mail ID	Candidate has to mention current and in-use valid email ID. Providing of email ID is mandatory. If any candidate does not provide/mention his/ her email ID, he/ she will be responsible for non receipt of any information/ updation related to examination to be provided by SSB/ or any information in exigency.
20.	Education Qualification	Candidates will have to fill-up respective columns of education qualification indicating year of passing only. Filling up 10th/SSC is mandatory and are essentially required as proof of age, date of birth and minimum education qualification for the post applied.
21.	Postal/ Permanent Address	Candidates will have to fill up their complete postal address for correspondence and permanent address.
22.	Criminal Cases Declaration	Candidate will have to declare his/ her criminal cases, if any case is registered against the candidate, he/she shall have to fill up the details of case.
23.	Password	Candidates will have to create their own password and this password will be used by them for login to know the application status and further updates.

**Note:** After clicking, proceed button, the filled up application form will be shown. The filled up application form can be edited by clicking "Edit Details" button. Application form can be edited till closing/last date of receipt of online application form.

**PART-II**

Sl	Particulars	Instruction/ Guidelines
1.	Upload Photo	The candidate will have to upload his/ her passport size colored photograph in JPG format which must be less than 12 kb and greater than 4 kb of resolution 100 pixel widths by 120 pixels height and also fulfill criteria mention at Annexure-IV. If, photographs of any applicant found lacking required criteria his application will be rejected. If a candidate uploads his photographs with a beard, he should appear with a beard for the recruitment process as well. Uploaded Photographs should be in white background consisting 75% face of candidate.
2.	Upload signature	The candidate will have to upload his/ her signature in JPG format which must be less than 12 kb and greater than 4 kb of resolution 140 pixel widths by 60 pixels height and also fulfill criteria mention at Annexure-V. If, signatures of any applicant found lacking required criteria, his application will be rejected.

**Note 1:-** Once photograph and scanned signatures are uploaded, "Upload" button is to be pressed. Once uploading process is done successfully, then a page with Post Applied & Registration No. will be generated automatically. The candidate will have to note down the registration number or take a print out of the Acknowledgement. (Candidate should note registration/ application number for further reference).

2. Proper tracking features have already been generated in software to find out the location of candidates who are filling the application form online. If any candidate fills wrong information in his/ her application form or uploads, fake photograph of any other person/celebrity or object or puts blank photo etc, suitable action will be taken against them as per provision under cyber crime IT Act 2000 and the application of the candidate will be summarily rejected.

**PART III**

S/No.	Particulars	Instruction/ Guidelines
1.	Mode of payment	Candidates will have to pay requisite fee as applicable for the posts through Net Banking/ Credit Card/ Debit Card of any bank. SC/ ST/Ex- servicemen/ Women candidates are exempted from paying fee. No amount will be refunded in any case. Candidates are advised to be careful while making payment and avoid making multiple payments against single registration, as payment made are non-refundable. If they are making such payments, it will be at their own risk/ loss.

2.	Proof of candidature	Candidate must take a print out of application form after final submission. If payment is not applicable then the candidate is advised to take a print of acknowledgement. Unreserved/ OBC candidates can take print out only after payment of applicable fee. In case, payment is not made successfully due to banking error or other network problem then the candidate can pay the amount by visiting the website again. The candidate will have to note down their registration number, which will also be mailed to/ sent to their registered email ID. For payment they can login and go straight for payment mode, fill in their registration number, date of birth and then make payment. Candidates are advised that they should submit the application form after filling each and every column of application form correctly and to their entire satisfaction. After submission of form any request for change/correction in any particulars in the application form shall not be entertained under any circumstances. SSB will not be responsible for any consequences arising out of non acceptance of any correction/ addition/ deletion in any particular filled up application form whatsoever the reasons may be. Application forms with blurred photograph will be rejected summarily. Application forms incomplete in any respect will be summarily rejected.
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**12. REPORTING TO THE RECRUITMENT VENUE:-** The admit cards can be downloaded from the SSB Recruitment website which will have the information about the venue of PET, PST, Documentation and Medical Examinations. Candidate should report to the venue on the date mentioned in the Admit Card along with all the documents that he/she has mentioned in the application form like his/ her Identity certificate, educational qualification certificates, Caste Certificates, Aadhaar Card etc. In the event of non production of relevant document the candidate will not be allowed to appear in recruitment process. No further correspondence in this regard will be entertained by SSB at later stage.

**13. NO TA/DA WILL BE ADMISSIBLE:-** No TA/DA or other expenses for appearing in the recruitment tests will be paid to the candidates. The candidates should come duly prepared for a stay of at least one week at their own arrangement at the recruitment venue. Unemployed SC/ST candidates who appear in written test will be reimbursed fare as admissible under relevant Rules subject to production of Rail/Bus tickets, original caste certificate & Non-employment certificate issued by MP or MLA or any Gazetted Officer of the locality.

**14. SELECTION PROCESS:-** Candidates those applications are found in order will be issued admit cards through SSB Recruitment website [www.recruitment.ssb.gov.in](http://www.recruitment.ssb.gov.in) to appear in recruitment process. On reporting at recruitment venues, the bio-metric attendance, digital photograph, signature and thumb impression etc. of the candidates will be taken, which shall be followed by conduct of different stages of recruitment process as under :-

**14.1 Stage I: PHYSICAL EFFICIENCY TEST (PET) AND PHYSICAL STANDARD TEST (PST):-** PET & PST will be conducted at SSB locations by the Board of Officers detailed by SSB, as per administrative convenience as per detail given below:-

**14.1.1 Physical Efficiency Test (PET):-**

Posts	For Male	For Female
Constables (Veterinary, Driver, Gardener, Water Carrier, Cobbler, Tailor, Washerman, Barber, Waiter, Carpenter & Nursing Orderly.)	4.8 Kms. Race in 24 minutes	2.4 Kms. Race in 18 minutes

**NOTE:-1.** Ex-servicemen are exempted from PET. However, they will have to appear in other recruitment stages i.e. PST, written examination, skill test and medical examination etc. as applicable.

**14.1.2 PHYSICAL STANDARD TEST (PST):-** The candidates who qualify in the Physical Efficiency Test (PET) will have to undergo Physical Standard Test (PST). Candidate including Ex-Servicemen not meeting the minimum height and chest requirement will be rejected from the recruitment process. Physical Standard Test of posts as mentioned at S/No.3 above is as under:-

**For Constables (Veterinary):-**

Description	Min. Height in Cms.		Chest in Cms.
For all candidates not belonging to 1 & 2 below.	Male	170	Minimum - 80 Minimum expansion - 5
	Female	157	Not applicable
1. For Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, UTs Jammu & Kashmir and Ladakh.	Male	165	Minimum - 78 Minimum expansion - 5
	Female	155	Not applicable.
2. For all candidates belonging to the Scheduled Tribes.	Male	162.5	Minimum - 76 Minimum expansion - 5
	Female	150	Not applicable

**For Constable (Driver):-**

Description	Min. Height in Cms.		Chest in Cms.
For all candidates not belonging to 1, 2, 3 & 4 as mentioned below:	Male	170	Minimum - 80 Minimum expansion - 5
1. For Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh UTs Jammu & Kashmir and Ladakh.	Male	165	Minimum - 78 Minimum expansion - 5
	Female	155	Not applicable
2. For Gorkhas and candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram and Meghalaya.	Male	162.5	Minimum - 77 Minimum expansion - 5
	Female	150	Not applicable
3. For all Scheduled Tribes candidates belonging to State of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya & Left Wing Extremism affected districts.	Male	160	Minimum - 76 Minimum expansion - 5
	Female	150	Not applicable
4. For all candidates belonging to the Scheduled Tribes of remaining areas.	Male	162.5	Minimum - 76 Minimum expansion - 5
	Female	150	Not applicable

**Constables (Gardener, Water Carrier, Cobbler, Tailor, Washerman, Barber, Waiter & Carpenter)**

Description	Min. Height in Cms.		Chest in Cms.
For all candidates not belonging to 1 & 2 below.	Male	167.5	Minimum - 78 Minimum expansion - 5
	Female	157	Not applicable

1. For Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir regions of J&K UT and Ladakh UT.	Male	165	Minimum - 78 Minimum expansion - 5
	Female	155	Not applicable.
2. For all candidates belonging to the Scheduled Tribes.	Male	162.5	Minimum - 76 Minimum expansion - 5
	Female	150	Not applicable

**For Constable Nursing Orderly :-**

Sl. No.	Description	Height		Chest	
		Male	Female	Male	Female
1.	The minimum Height or Chest for all candidates except those mentioned below (Unreserved or Economically Weaker Section, Scheduled Castes and Other Backward Classes).	165 cm	155 cm	75-80 cm	Not applicable
2.	The minimum Height or Chest for all candidates belonging to the Schedule Tribes category of all States or the Union territories District except as given in the following para will be.	160 cm	148 cm	75-80 cm	Not applicable
3.	The minimum Height or Chest for the all the Scheduled Tribes hailing from North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.	155 cm	147 cm	75-80 cm	Not applicable
4.	The minimum Height or Chest for the all Scheduled Tribes hailing from Left Wing Extremism affected Districts will be.	158 cm	147 cm	75-80 cm	Not applicable
5.	The minimum Height or Chest for the candidates failing in the Categories of Garhwali, Kumauni, Dogras, Marathas and candidates belonging of the States of Assam, Himachal Pradesh, Union territories of Jammu and Kashmir and Ladakh will be.	162.5 cm	152 cm	75-80 cm	Not applicable
6.	The minimum Height or Chest for the candidates hailing from North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura other than the Scheduled Tribes.	160 cm	150 cm	75-80 cm	Not applicable

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7.	The minimum Height or Chest for the candidates hailing from Gorkha Territorial Administration comprising of the three Sub-Division of Darjeeling Districts, namely, Darjeeling, Kalimpong and Kurseong and includes the Following "Mouzas" Sub-Division of the Districts:- (1) Lohargarh Tea Garden (2) Lohargarh Forest; (3) Rangmohan; (4) Barachenga; (5) Panighata; (6) Chota Adalpur; (7) Paharu; (8) Sukna Forest; (9) Sukna Part-1; (10) Pantapati Forest-1; (11) Mahanadi Forest; (12) Champasari Forest; (13) Saibari Chhat Part-II; (14) Sitong forest; (15) Sivoke Hill Forest; (16) Sivoke Forest; (17) Chhota Chenga, and (18) Nipania.	155 cm	150 cm	75-80 cm	Not applicable
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**Note:- (A)** Candidates seeking relaxation in height and chest will require submitting the certificate reg. their community from concerned District Authorities. In the event of non-production of the certificate at the time of Physical Standard Test, their claim for relaxation in height and chest will not be entertained and their candidature for the post will be cancelled straightaway. No correspondence in this regard will be entertained by SSB at later stage.

**(B)** Weight of the candidate should be proportionate to height and age as per ANNEXURE-VI. Weight will not be disqualification criteria at the time of PST. However, the overweight/ underweight candidates will be disqualified at the time of Detailed Medical Examination (DME) based on weight and age on the day of Detailed Medical Examination and the height as measured during Physical Standard Test.

**(C)** The height and chest measurement of a candidate will be measured correct to one decimal place in centimeter. For example height will be measured and recorded as 170.2 cm. Any candidate having height or chest measurement less than the prescribed minimum in Recruitment Rules will be disqualified. For example if minimum height for a category is 170 cm then all the candidates of such category having height 169.9 cm and less will be disqualified.

**(D)** The candidate who is declared not qualified / found unfit in Physical Standard Test (PST) will have a right to prefer an appeal against the decision of PST Board on the ground of error of judgment on the same day, if he/she desires, to the appellate authority nominated for the centre through Presiding Officer of the PST Board. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained thereafter.

**14.2 Stage II: WRITTEN EXAMINATION:-** Candidates declared qualified in Physical Standard Test (PST) will have to appear in written examination which will be conducted as per following:-

**Computer Based Test (CBT):-** For all the posts CBT will be for 2 (two) hours duration and will be of 100 marks, consisting 100 multiple choice objective type question focusing on General Knowledge, Mathematics, Reasoning & General English/ General Hindi. Minimum qualifying marks of written examination for all posts will be:-

- 50% for UR, EWS, OBC and Ex-Servicemen
- 45% for SC & ST

**Note:** Final merit for all posts will be prepared on the basis of marks obtained in written examination only.

**14.3 Stage III: DOCUMENTATION AND SKILL TEST:-** After completion of written examination, a call list of candidates upto 20 (twenty) times of the vacancies (category wise) will be prepared, to put through the documentation process prior to appear in skill test. Documentation will be conducted by a Board of Officers/Officials and secretarial staff as detailed

by SSB, in which all the original documents as claimed by the candidate during filling of online application will be checked properly and duly attested photocopies of the same will be sought from the candidates for placing in their dossiers. If any candidate fails to produce his/her original documents and photocopies of self attested documents, their candidature for the post will be cancelled straightaway and the candidate shall be responsible for cancellation of his/ her candidature. No correspondence in this regard will be entertained by SSB at later stage.

In this process some candidates though declared qualified in written examination but do not find place in the list prepared for documentation and skill test will not be called. No appeal/ representation in this regard, will be entertained by SSB at later stage.

Documentation and Skill test of all posts will be conducted by Board of Officers detailed by FHQ, SSB on the basis of Recruitment Rules and guidelines prepared by FHQ, SSB.

**14.3.1 Document Verification (DV): -** Before Detailed Medical Examination (DME) / Review Medical Examination (RME) document verification process will be carried out in respect of all shortlisted candidates up to 20 times of the vacancies in each category, as per Recruitment Rules of respective post and on the basis of educational, other qualifications and age criteria by the detailed BOOs of SSB.

All the original documents as claimed by the candidate during filling-up of online application will be checked properly by the detailed BOOs and photocopies of same duly attested will be sought from the candidates for placing in dossier of the candidate. If any candidate fails to produce his/her original documents, the candidature for the post will be cancelled straightaway and the candidate shall be responsible for cancellation of his/ her candidature. No correspondence in this regard will be entertained by SSB at later stage.

**For EWS Candidates:-** The reservation for EWS candidates will be admissible as per Department of Personnel & Training O.M. No.36039/1/2019-Estt(Res) dated 31.01.2019 and as amended by the Central Government from time to time. The crucial date for submitting income and asset certificate by the candidate will be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise. Income and asset certificate should be issued on or before the closing date for receipt of application and should be based on income from previous financial year.

**For OBC Candidates:-** In case of candidates belonging to OBC category, the creamy layer status should have been obtained within three years of the closing date of receipt of application. The candidates seeking relaxation under OBC category should submit the certificate as per prescribed proforma. In the event of non-production of OBC certificate in prescribed format, the candidate will be considered under unreserved category, if he/she fulfils the eligibility conditions prescribed for unreserved category. Certificate on any other format will not be accepted and the candidature of candidate who wants to avail relaxation under OBC category will be cancelled straightway. No correspondence in this regard will be entertained by SSB. Candidate is liable for cancellation of his/ her candidature due to non production of OBC certificate as per format at the time of documentation.

**For SC/ST Candidates:-** The candidates seeking relaxation under SC/ST category should submit the certificate as per prescribed proforma issued by the concerned district authorities at the time of documentation. In the event of non-production of the certificate their claim for SC/ST category will not be considered and the candidature of candidate will be cancelled straightway. No correspondence in this regard will be entertained by SSB at a later stage and candidate himself/ herself is liable for cancellation of his/ her candidature due to non production of SC/ST certificate as per format at the time of documentation.

**Change of Category:-** If the category indicated by a candidate in the Registration and Online Application Form for Examination is unreserved category but the candidate subsequently writes to SSB to change the category to a reserved one, such request shall not be entertained by SSB. Further, once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC. No Reserved category candidates other than those who qualified each stage of the Examination on General standard, shall be allowed to change (on their request or as decided by the SSB/Government based on the documents submitted by them) their category from reserved to unreserved or claim the vacancies for unreserved category after the declaration of final result by SSB. In cases where such candidates do not qualify on General Standard, their candidature shall be cancelled.

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While the above principle will be followed in general, there may be a few cases where there was a gap of not more than 3 months between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases, the request of change of category from Unreserved to Reserved may be considered by SSB on merit.

**14.3.2. Skill Test :-** The skill test for all the posts will be of 50 marks, the minimum qualifying marks for all candidates including SC/ST/OBC/EWS/ Ex-Servicemen candidates will be 60%. Trade test for all posts will be qualifying in nature. No marks of trade test will be included in the marks of Paper-I for preparation of final merit list.

**NOTE:-**

- (a) Candidates declared qualified in PET, PST, Written Examination, Documentation and Skill Test will have no surety to be called for Detailed Medical Examination.
- (b) Candidates who applied under SC/ST/OBC/EWS category and unable to produce their respective category certificate at the time of documentation, they may be treated as UR category candidate subject to fulfillment of all eligibility criteria under UR category.

**14.4 Stage IV: DETAILED MEDICAL EXAMINATION (DME) & REVIEW MEDICAL EXAMINATION (RME):-**

After completion of skill test, on the basis of merit of written examination candidates numbering upto 3 times of the vacancies (category wise) advertised in Employment News will be shortlisted and called for Detailed Medical Examination/ Review Medical Examination. Candidates merely qualified in the Written Examination, may not find place in the merit list prepared for Documentation and Detailed Medical Examination (DME). Such candidates will not be called for the said stage of the recruitment process.

**Detailed Medical Examination (DME):-** Candidates declared qualified in document verification (DV) will be put through Detailed Medical Examination, which will be conducted as per Revised Medical Guidelines dated 20.05.2015 issued by ADG Medical CAPF and amendments circulated vide MHA OM No- E/32012/ADG (Med)/DME & RME/DA-1/2020(Part File) 1166 dated 31.05.2021 and other instructions as amended from time to time. Being declared "Fit" in Medical Examination, will in no way give any legal claim or right to any candidate for final appointment in Government service. Appointment will be strictly as per merit of written examination for the posts only.

**Review Medical Examination (RME):-** Candidates declared unfit in Detailed Medical Examination will have a right to prefer an appeal against the decision of Detailed Medical Examination Board on the ground of error of judgment. Candidates who apply for Review Medical Examination will be issued Form 1, 2 & 3 for Review Medical Examination. Review Medical Examination for all posts will be conducted at the venues decided by SSB. Review Medical Examination shall be conducted on the basis of evidence produced by the candidate concerned, for possibility of an error of judgment in the decision of DME Board. Review Medical Examination shall be conducted as per Revised Medical Guidelines dated 20.05.2015 issued by ADG Medical CAPF and amendments circulated vide MHA OM No- E/32012/ADG(Med)/DME & RME/DA-1/2020(Part File)1166 dated 31.05.2021.

The decision of the Review Medical Examination Board will be final and no 2nd appeal will be entertained by SSB. No correspondence in this regard will be entertained by SSB at later stage.

**NOTE:-**

- (a) It should, however, be clearly understood that the Selection Board reserves absolute discretion to reject or accept any candidate after considering the medical report.
- (b) Being declared FIT in Medical Examination will in no way give any legal claim or right to any candidate for final appointment in Government service. As the appointment will be strictly as per merit.

**15. FINAL SELECTION:-** The final selection list will be prepared in order of merit, category wise, after completion of Review Medical Examination. It is hereby emphasized that the candidates who merely secure the qualifying marks and found medically fit, may not be considered for final selection since the cut off marks will be determined based on number of vacancies after the completion of whole recruitment process. Where equal marks have been obtained by candidates their merit will be fixed as per following principle:-

- (a) In case where, marks are equal in written examination, the candidates' senior in age will be ranked higher.
- (b) In case, date of births are also the same, then the candidates will be given priority based on the alphabets of their names in English (in dictionary pattern) i.e. A- first, B- second, C- third etc.

**NOTE:-** There will be no provision of reserve merit list/panel. If vacancies are remain un-filled after declaration of final result, the same will be carried forward for the next recruitment. No further correspondence in this regard will be entertained by SSB.

**16. GENERAL INSTRUCTIONS:-**

- (i) Only eligible candidates may apply and minutely go through all the provisions & requirement in the notification to ensure that he/she is eligible for the post for which he/she is applying.
- (ii) Candidates should bring all original documents i.e. matriculation, technical pass certificate alongwith self attested Photostat copies of the same at the time of documentation, failing which candidature of candidate will be rejected in the documentation stage of recruitment.
- (iii) Name, Father's Name & Date of Birth should be mentioned exactly as recorded in Matriculation certificate. In case of change the same must be supported by necessary documents, otherwise, the candidature will be rejected.
- (iv) Persons employed in Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel. No objection certificate from their employer will be required to be submitted at the time of documentation.
- (v) Falsification/Forgery of documents to mislead the Recruitment Board or to gain access to examination would lead to legal/ debar action, against the candidate, besides cancellation of his/her candidature and debarring him/ her for future examination.
- (vi) Admit cards/call letters to appear in recruitment process will be uploaded on SSB official website <https://recruitment.ssb.gov.in/> & <https://ssb.gov.in/>.
- (vii) The Government/ SSB shall not be responsible for damage/ injury/ death/ loss to the individual, if any, sustained during the entire recruitment process/ journey.
- (viii) The DG, SSB has full right to make changes/ cancel/ postpone the recruitment without assigning any reason.
- (ix) Candidates canvassing in any form/ bringing outside influence/ pressure/ offering illegal gratification/ blackmailing/ threatening to blackmail any person connected with recruitment will be disqualified.
- (x) It should, however be clearly understood that the Recruitment Board reserves, absolute discretion to reject or accept any candidate at any stage.
- (xi) Mere qualifying all the prescribed tests in SSB recruitment does not confer the right to any candidate for final selection.
- (xii) Change in category will NOT be entertained once registered and the candidature of such candidate shall be cancelled.
- (xiii) Candidates who are not in possession of certificate of minimum education qualification by closing date of receipt of applications i.e. 30 (thirty) days from the date of publication of this advertisement in the Employment News need not to apply.
- (xiv) Calculator, Digital Diary, Cellular Phone, pager, Whiteners, blade etc. are prohibited in the recruitment venue.
- (xv) The candidates will not be considered for recruitment if involved & convicted/arrested in any criminal case under IPC or any other Act of the Central Government or State Government.
- (xvi) The selection committee will not enter into any correspondence with the candidate except in the case of change of address sought by a candidate.
- (xvii) Any amendment in the schedule/condition/process of recruitment will be available on SSB official website <https://recruitment.ssb.gov.in/> & <https://ssb.gov.in/> only. Candidates are advised to login to this site regularly.
- (xviii) The advertisement is also available on SSB official website <https://recruitment.ssb.gov.in/> & <https://ssb.gov.in/>.