

## FREQUENTLY ASKED QUESTIONS (FAQs)

**Q. Whether Result for an Examination has been declared or when will it be declared ?**

**Q. What to do when Admission Certificate for examination is not received?**

**Q. What is the system for allotting centres and sub-centres for examinations?**

**Q. What to do when dates of Interviews/PET clash with another examination or interviews?**

**Q. What to do when the category shown in the result is incorrect?**

**Q. How long does it take for the SSC to nominate candidates after declaration of the final results of an Examination?**

**Q. Can a candidate who has completed his education from an open school/ University apply for Commission's Examination?**

**Q. What are the posts for which the SSC conducts examinations and what are the required qualifications?**

**Q. What is the scheme of examinations conducted by the SSC?**

**Q. What are the age limits and age relaxations for examinations conducted by SSC ?**

**Q. Which category of candidates are exempted from examination fees for examinations ?**

**Q. Whether Result for an examination has been declared or when will it be declared ?**

**A.** For Open Competitive examination, Please refer to [ssc.nic.in](http://ssc.nic.in) For Selection Posts this site may be consulted; telephonic Queries are also entertained.

**Q. What to do when Admission Certificate for examination is not received?**

**A.** If the candidates do not receive the admission certificates in time, they have the option to ascertain their Roll Numbers and download the duplicate admission certificate from this website, for which a link is provided usually 10-15 days before the date of the examination. In some exceptional cases, duplicate admission certificates are delivered to the candidates by hand from the office of SSC(ER) on some specified dates before the examination, for which 'Notice' is posted on this website.

**Q. What is the system for allotting centres and sub-centres for examinations?**

**A.** The candidates are normally allotted the centre of examination opted by them while the sub-centre (venue) is allotted according to the Ticket no. of the candidate. Sometimes when the number of candidates applying from a centre is too large, the excess candidates (except female and physically handicapped candidates) are shifted to nearby centres.

**Q. What to do when dates of Interviews/PET clash with another examination or interviews?**

**A.** No change is Ordinarily permissible. However, if the interviews/ PET are being held at the specified venue on other dates also, the request may be considered if made at least ten days in advance with supporting documents.

**Q. What to do when the category shown in the result is incorrect?**

**A.** Such candidates are requested to inform the SSC immediately for re-determining their

results in the actual category.

**Q. How long does it take for the SSC to nominate candidates after declaration of the final results of an Examination?**

**A.** It generally takes about 30-40 days to process the dossiers of successful candidates. Thereafter, the candidates are nominated to the respective Departments/ Ministries, to which they have been allotted. The Concerned Department/ Ministry issues the offer of appointment to the candidates.

**Q. Can a candidate who has completed his education from an open school/ University apply for Commission's Examination?**

**A.** Yes, provided it is a recognized University/Institution and he/she possesses the educational qualifications prescribed for the examination and is otherwise eligible.

**Q. What are the posts for which the SSC conducts examinations and what are the required qualifications?**

**A.** (i) The SSC conducts open examinations regularly for posts for which a large number of vacancies exist, some of these are: Combined Graduate level [Assistant Grade, Auditors/Jr.Accountants/Upper Division Clerks, Divisional Accountants, Inspectors of Income Tax/Central Excise, and CBI, Section Officer (Commercial) and Section Officer (Audit), Tax Assistant in Income Tax/Central Excise], Combined Higher Secondary level [, Lower Division Clerks], CPO (Central Police Organisations) examination for recruitment of Sub-Inspectors in CRPF, BSF, CISF, ITBP, SSB, Stenographer Grade 'C', Stenographer Grade 'D' Examination, Junior Engineers (Civil & Mechanical) Examination, Multi Tasking Staff Examination etc. (ii) Direct Interviews/Skill Tests are held for isolated specialized posts, called Selection Posts, after inviting applications through advertisements, as and when such vacancies are reported to the Commission by various govt. departments/ministries/offices.

**Candidates are however requested to go through the notification brought out by SSC for both the above type of examination for details and also to ensure that they fill up their application correctly so as to avoid any chance of cancellation. It may be noted that unless otherwise specified in the Examination Notice, sending more than one application for a single examination will lead to rejection of all such applications. Similarly, applications not in format/not with photograph/signature of candidates/without prescribed fee(for candidates belonging to categories not exempt from payment of fees)/incomplete in other respects are liable to be rejected.**

**Q. What is the scheme of examinations conducted by the SSC?**

**A.** The Staff Selection Commission conducts Combined Examinations every year. Some of these examinations are Multi tier and some are Single tier. Multi Tier Examination: i. Combined Graduate Level Examination (Tier-I, Tier-II, Computer Proficiency Test, Interview (No interview for the Posts of Tax Assistant/UDCs/Accountants) ii. Combined Higher Secondary Level (Written, skill test) iii. CPO (written, physical efficiency test & medical followed by interview) iv. Junior Engineer (Civil & Electrical)(written followed by interview) v. Junior Hindi Translator (CSOLS) (written followed by interview) vi. Junior Hindi Translator (for Subordinate offices) (written followed by interview) Single Tier Examination: - i. Multi Tasking Staff Examination

**Q. What are the age limits and age relaxations for examinations conducted by SSC ?**

**A.** The age limits are different for different posts and are to be confirmed from the Notice of examination published in the Employment News/ Rozgar Samachar. Generally, the age limits are 18 to 27 years on the crucial date. The age concession in the upper age limit for SC/STs is 5 years, for OBCs it is 3 years and for physically handicapped candidates it is 10 years. For widows, divorced women and judicially separated women, the age limit is 35 years for UR category; 40 years for SC/ST women and 38 years for OBC women. The Notice of examinations may be consulted regarding age relaxations for Ex-servicemen and Central Government Civilian Employee (CGCE) candidates.

## DETAILS OF POSTS

Sl. No.	Examination	Post	Qualification	Age
1.	Higher Secondary Level	Lower Division Clerk	Matriculation or equivalent or higher examination and Typing : 25 wpm in Hindi or 30 wpm in English.	18 - 27 Years
2.	Steno Grade 'C' & Grade 'D'	Steno Grade D Steno Grade C	Shorthand : 80 wpm in Hindi or English, Shorthand : 100 wpm in Hindi or English	18 - 27 Years
3.	Graduate Level	Assistant, SI in CBI, Inspector (Central Excise Preventive Officer, Examiner), Inspector (of Posts / Income Tax, AEO)/ Divisional Accountant / Auditor / UDC / Junior Accountant/Tax Assistant	Graduate in any discipline from a recognized university or equivalent	20 - 27 Years 18 - 27 Years
4.	Central Police Organisations	Sub Inspector	Graduation (Bachelor's degree) in any stream from a recognized University or equivalent. Athletic certificates will be treated as an additional qualification and would accordingly be given proper weight age.	20 - 25 years
5.	Junior Hindi Translator (CSOLS)	JHT (CSOLS - Gr. VII)	<p>Master's Degree of a recognized University or equivalent in Hindi as a subject or medium of examination with English as a compulsory/elective subject or medium of examination at degree level; or</p> <p>Master's Degree of a recognized University or equivalent in English as a subject or medium of examination with Hindi as a compulsory/elective subject or medium of examination at degree level; or</p> <p>Master's Degree of a recognized University or equivalent in any subject with Hindi and English as a compulsory/elective subjects at degree level; or</p> <p>Master's Degree of a recognized University or equivalent in any subject with Hindi as a compulsory/elective subject and English as medium of examination at degree level; or</p> <p>Master's Degree of a recognized University or equivalent in any subject with English as a compulsory/elective subject and Hindi as medium of examination at degree level.</p>	18-28 years

6.	Junior Hindi Translators (for subordinate offices)	JHT	<b>Master's Degree</b> in English/Hindi with Hindi/English as compulsory and elective subject at Degree level or Bachelors Degree with Hindi and English as main subject (which includes the term compulsory and elective) can apply for this post.	18 - 30 years
7.	Junior Engineer (Civil & Electrical)	JE	<b>Diploma in Civil or Electrical or Mechanical from an institute recognized by the Central Government or equivalent qualification.</b>	18 - 27 years

**Q. Which category of candidates are exempted from examination fees for examinations ?**

**A.** Women, Scheduled caste, scheduled tribe, physically handicapped and Ex-servicemen candidates are exempted from payment of fees