

- 13.2 A candidate may give option for any three Centres, (anywhere in the country), in the order of priority. No request for change of centre at any stage/Tier(s) of Examination will be considered later under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.
- 13.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to add new Centre(s) of Examination in addition to the list of Centres given at Para 13.1 above or cancel any centre from the aforesaid list and ask the candidates opting that centre to appear from another centre. The Commission also reserves the right to divert candidates of a centre to some other Centre to take the examination.

#### 14 **Scheme of Examination:**

- 14.1 For the post of MTS, the examination will consist of a Computer Based Examination (CBE) and for the post of Havaladar, the examination will consist of CBE and Physical Efficiency Test (PET)/Physical Standard Test (PST).
- 14.2 **The Computer Based Examination will be conducted in Hindi, English and in 13 regional languages viz.** (i) Assamese, (ii) Bengali, (iii) Gujarati, (iv) Kannada, (v) Konkani, (vi) Malayalam, (vii) Manipuri (Meitei or Meithei), (viii) Marathi, (ix) Odia (Oriya), (x) Punjabi, (xi) Tamil, (xii) Telugu and (xiii) Urdu.
- 14.3 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 14.4 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

#### 14.5 **Computer Based Examination:**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
<b>Session-I</b>			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	Numerical and Mathematical Ability	20/60	
II	Reasoning Ability and Problem Solving	20/60	
<b>Session-II</b>			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	General Awareness	25/75	
II	English Language and Comprehension	25/75	

- 14.5.1 Computer Based Examination will be conducted in two Sessions:

Session-I and Session-II, on the same day and both the Sessions will be mandatory.

- 14.5.2 The candidates will get 45 minutes to complete Session-I. On completion of 45 minutes, Session-I will get automatically closed.
- 14.5.3 Immediately after completion of Session-I, Session-II will start. Session-II will also be for 45 minutes and immediately on completion of 45 minutes of Session-II, the Computer Based Examination will come to an end.
- 14.5.4 Computer Based Examination will consist of Objective Type, Multiple choice questions. The questions will be set in English, Hindi, and in 13 regional languages (as per **para 14.2**) for Session-I and the General Awareness Section of Session-II.
- 14.5.5 There will be no negative marking in Session-I. In Session-II, there will be negative marking of one mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 14.5.6 Marks scored by candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide Notice dated 02-06-2025 and such normalized scores will be used to determine final merit and cut-off marks.
- 14.5.7 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized by the experts before finalizing the Answer Keys and the decision of the Commission in this regard will be final. The Final Answer Keys will be used for processing the result of Computer Based Examination and the same will be uploaded on the website of the Commission after the declaration of result of Computer Based Examination.
- 14.5.8 There shall be no provision for re-evaluation/ re-checking of scores of any stage/ paper(s) of the Examination. No correspondence in this regard shall be entertained.

#### 14.6 **Indicative Syllabus for Computer Based Examination:**

- 14.6.1 **Numerical and Mathematical Ability:** It will include questions on

problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

- 14.6.2 **Reasoning Ability and Problem Solving:** The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- 14.6.3 **General Awareness:** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10<sup>th</sup> Standard.
- 14.6.4 **English Language and Comprehension:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.
- 14.6.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.
- 14.7 **Physical Efficiency Test (PET)/ Physical Standard Test (PST) for the post of Havaldar in CBIC and CBN:** Followings are the PET/ PST standards for the post of Havaldar in CBIC and CBN:

14.7.1 **Physical Efficiency Test (PET):**

	<b>Male</b>	<b>Female</b>
Walking	1600 meters in 15 minutes.	1 Km in 20 minutes

- 14.7.2 A woman candidate, who as a result of tests is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her candidature will be held in abeyance until the confinement is over. Vacancies against temporary unfit candidates will be kept unfilled in the final result. Such female candidates will be re-examined for Physical Efficiency Test (PET) six weeks after the date of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner. If found fit, they may be appointed against the vacancies kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time.

14.7.3 **Physical Standard Test (PST):**The minimum physical standards for the post of Havaldar in CBIC and CBN are as follows:

14.7.3.1 **Male:**

Height	Chest
157.5 cms. (relaxable by 5 cms. in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	Chest-81 cms. (fully expanded with minimum expansion of 5 cms.)

14.7.3.2 **Female:**

Height	Weight
152 cms. (relaxable by 2.5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	48 kg (relaxable by 2 Kg in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)

14.7.4 PET/ PST will be conducted by CBIC/CBN at various centres finalized by them. The candidates may be called for PET/ PST to any centre across the country.

14.7.5 Candidates may note that they must fulfill the requirements for PET/PST as prescribed in the Recruitment Rules (RRs), subject to exemption for PwBD candidates. The following exemptions are admissible to PwBD Candidates from certain PET/ PST conditions for the permissible disabilities for the post of Havaldar.

S. No.	Suitable category for benchmark disability for post of Havaldar	Exemption in PET/PST
1.	HH	No exemption
2.	OA	No exemption
3.	OL	May be exempted from Walking
4.	OAL	May be exempted from Walking
5.	LC	May be exempted from Walking
6.	AAV	No exemption. However, if due to acid attack the candidate suffers from orthopaedic disability i.e. OA, OL, OAL, then above exemption for OA , OL and OAL will apply
7.	MD involving above categories	Above exemption for HH ,OA , OL , OAL , LC , and AAV will apply

Abbreviations used: HH = Hard of Hearing, OA= One Arm Affected, OL= One Leg Affected, OAL= One Arm & One Leg Affected, LC= Leprosy Cured, AAV = Acid Attack Victim, MD = Multiple Disabilities.

- 14.7.6 Exemptions as mentioned are subject to the production of medical Certificate by PwBD candidates from a Government Medical Officer / Medical Board certifying that candidate is not able to walk.
- 14.7.7 The candidates who wish to avail any relaxation in PST, the requisite documents must be carried by them while appearing for PET/ PST. The scrutiny of such documents will be carried out by CBIC/CBN at the time of PET/ PST.

## 15 **Admission to the Examination:**

- 15.1 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. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.
- 15.2 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 only be accepted provisionally. Candidates must 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). 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 Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. 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 User Department/ Organization. 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 Certificates for computer based examination will be issued online on the websites of the Commission (i.e. <https://ssc.gov.in>). Candidates are therefore advised to regularly visit the websites of the Commission (i.e. <https://ssc.gov.in>) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at **para-13.1**).
- 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

Commission about **10 days** before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him 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 candidate not furnishing these particulars shall not be entertained.
- 15.6 Facility for download Admission Certificates will be available about 2-3 days before the examination on the website of Commission. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 15.7 **Those candidates, who have not undergone Aadhaar Based Authentication, will be required to report at the examination Center two (02) hours before the scheduled start of examination.** 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 failing which they will not be allowed entry, such as:
- 15.7.1 Voter's ID Card,
  - 15.7.2 Driving License,
  - 15.7.3 PAN Card,
  - 15.7.4 Passport,
  - 15.7.5 ID Card issued by University/ College/ School,
  - 15.7.6 Employer ID Card (Govt./ PSU),
  - 15.7.7 Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - 15.7.8 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) 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. However, the above condition is not applicable for Aadhaar authenticated candidates.**
- 15.9 PwBD/PwD candidates availing the facility of scribes as per **Para 8** shall also be required to carry requisite 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 shall also be carried by the candidates while appearing in the Examination.

15.11 Applications with blurred photograph and/or blurred/miniature signature will be rejected. However, the aforesaid requirements will not be applicable for the candidates who have undergone Aadhaar Based Authentication.

## **16 Document Verification (DV):**

**16.1 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.**

16.2 Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/ Departments/ Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/ 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 Ministries/Departments/Organizations. The User Ministries/Departments/Organizations shall accept the dossiers forwarded after declaration of final result. No User Ministry/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.

16.3 As per policy of the Commission, SSC does not maintain the waiting list/reserve list in respect of multi factor examinations conducted by it. However, it has been observed by the commission that after final results, some vacancies remain unfilled after document verification. Therefore, in an endeavour to fill all the notified vacancies to maximum, the commission is contemplating to introduce a scheme for single round of post allotment sliding seeking to fill up unfilled vacancies reported after Document Verification through extended cut off. Implementation of this sliding scheme is subject to the approval of Government of India and if approved, complete modalities of its implementation will be notified by the Commission on its website.

16.4 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at **Para 15.7** above while appearing for the Document Verification.

16.5 Candidates will have to bring original as well as copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:

- 16.5.1 Matriculation/ Secondary/Equivalent Certificate.
- 16.5.2 Order/ letter in respect of equivalent Educational Qualifications, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- 16.5.3 Caste/ Category Certificate, if belongs to reserved categories.
- 16.5.4 Persons with Disabilities Certificate in the required format, if applicable.
- 16.5.5 For Ex-Servicemen (ESM):
  - 16.5.5.1 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.
  - 16.5.5.2 Undertaking as per **Annexure-VIII**.
  - 16.5.5.3 Discharge Certificate, if discharged from the Armed Forces,
- 16.5.6 Relevant Certificate if seeking any age relaxation.
- 16.5.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 16.5.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
  - 16.5.8.1 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;
  - 16.5.8.2 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.
  - 16.5.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
  - 16.5.8.4 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.

16.5.9 Any other document specified in the Admission Certificate for DV.

16.6 **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 **Preferences of Post-cum-States/ UTs/ Cadre Controlling Authorities:**

- 17.1 The candidates selected through this examination for the post of MTS will be posted in different Ministries/ Departments/ Offices of the Government of India or various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc. in various States/ UTs. The candidates will preferably be posted initially in the allotted States/ UTs. However, depending on the requirement of the User Departments, they may also be posted in different States/ UTs. Therefore, candidates should be willing to serve anywhere in India.
- 17.2 The candidates selected through this examination for the post of Havaldar in CBIC will be posted in different Cadre Controlling Authorities (CCAs) across the country. It may be noted that the candidates selected against a Cadre Controlling Authority (CCA) in CBIC will be required to serve throughout the service period in that CCA only, subject to cadre restructuring in CBIC from time to time. The territorial jurisdictions of various CCAs of CBIC are given at **Annexure-XV**. It may be noted that the jurisdiction of Directorate General of Performance Management (DGPM), CBIC is all over India. Therefore, candidates allocated DGPM in CBIC can be posted anywhere in India. Similarly Central Bureau of Narcotics (CBN) has its HQ at Gwalior, MP and Branch offices at Neemuch, Madhya Pradesh, Lucknow, Uttar Pradesh and Kota, Rajasthan. Therefore, the candidates allocated CBN can be posted anywhere in the different offices of CBN.
- 17.3 The candidates are therefore required to give preferences of Post-cum- States/ UTs/ CCAs in the order of priority, in the online application form. Codes for giving preferences are given at **Annexure-XVI**.
- 17.4 Candidates can give preferences for all the Post-cum-States/ UTs/ CCAs listed at **Annexure-XVI** or give limited preferences as per their choice/ convenience. If a candidate wishes to opt for the limited preferences, then he has to fill 'no choice' i.e. 'X' in the remaining columns/ boxes for giving preferences. For example, if a candidate wishes to opt for only six preferences of MTS-Delhi, Havaldar (CGST)-Delhi, MTS-Rajasthan, Havaldar (CGST)-Jaipur and Havaldar (Directorate) CBN and MTS- 'Others' in that order of priority, then he has to give preferences as 20,18,21,19,70,72,X,X,X.....