

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 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 Ladhak.	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 Ladhak.	Male	165	Minimum – 78 Minimum expansion- 5
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
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
4. For all candidates belonging to the Scheduled Tribes of remaining areas.	Male	162.5	

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.		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
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) Lohagarh 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) Salbari 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

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 certification 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.

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.

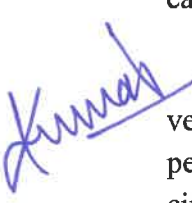
14.3.2. Skill Test :- The skill test for all the posts will be of **50 marks**, the minimum qualifying marks for all candidates including SC/ST/OBC/EWS/Ex-Servicemen candidates will be 60%. Trade test for all posts will be qualifying in nature. No marks of trade test will be included in the marks of 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 tie 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 unfilled 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 & requirements 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.