(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
    a. Mobile Number (to be verified through OTP)
    b. Email ID (to be verified through OTP).
    c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
        i. Voter ID Card
        ii. PAN
        iii. Passport
        iv. Driving License
        v. School/ College ID
        vi. Employer ID (Govt./ PSU/ Private)
    d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
    e. Scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **Applications with blurred photograph will be rejected**.
    f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 3.0 cm (height). **Applications with illegible signature will be rejected**.
    g. Disability Certificate Number, if you are a person with benchmark disability.

3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on http://ssc.nic.in.
4. One-Time Registration process requires filling up of following information:
    a. Basic Details
    b. Additional Details and Contact Details
    c. Uploading of the scanned image of passport size photograph and signature.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
    a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.
    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
    c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.

e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.

f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.

g. S No-6: Matriculation (10th Class) Examination Details which include:
    i.   Name of Education Board
    ii. Roll Number
    iii. Year of passing

h. S No-7: Gender

i. S No-8: Level of Educational Qualification (Highest).

j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.

k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.

l. Provide detail of State/ UT of your Permanent Address.

m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be save and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.

n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.

o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.

p. After successful password change, you need to login again using your Registration Number and changed password.

q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.

r. S No-11: Provide information about your Category.

s. S No-12: Provide information about your Nationality

t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.

u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.

v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.

w. S No: 19 to 20: Upload your recent Photo and Signature as specified at S No-2 above.

x. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.

y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated

field to complete the Registration Process.

    z. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.

    aa. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

6. After completion of registration process, 'Basic Details' can be changed only twice. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION**.

7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**