



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
कार्मिक एवं प्रशिक्षण विभाग,  
कर्मचारी चयन आयोग,  
ब्लॉक सं12-केन्द्रीय कार्यालय परिसर,  
लोधी रोड, नई दिल्ली-110003.

Government of India,  
Ministry of Personnel, Public Grievances &  
Pensions,  
Department of Personnel and Training,  
Staff Selection Commission,  
Block No. 12, CGO Complex, Lodhi Road,  
New Delhi – 110003.

## Notice

### Head Constable (Ministerial) in Delhi Police Examination, 2025

Dates for submission of Online Application Form	29.09.2025 to 20.10.2025
Last date and time for receipt of Online Application Form	20.10.2025 (23:00 hours)
Last date and time for making online fee payment	21.10.2025 (23:00 hours)
Dates of 'Window for Online Application Form Correction' and online payment of Correction Charges.	27.10.2025 to 29.10.2025 (23:00 hours)
Schedule of Computer Based Examination	December, 2025/ January, 2026
Toll-Free Helpline Number to be called in case of any difficulty in filling up the Online Application Form	180 030 930 63

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

**F. No. HQ-C-3016/1/2025-C-3:** As per the Recruitment Scheme/Standing Order of the Delhi Police and the Memorandum of Understanding signed between the Delhi Police and the Staff Selection Commission (SSC), the Staff Selection Commission will conduct an open competitive Examination for the recruitment of Head Constable (Ministerial) in Delhi Police. Candidates from all parts of the country will be eligible to apply. The salient features of the recruitment as per the Standing Order of the Delhi Police are as under: -

- 1.1 The Notice of the Examination will be published by the SSC on its website, i.e., <https://ssc.gov.in>, after vetting by the Delhi Police. A notice/link in this regard will also be provided on the website of the Delhi Police, i.e., <https://delhipolice.gov.in> by Delhi Police.
- 1.2 Vacancies, vertical & horizontal, for recruitment of Head Constable (Ministerial) in Delhi Police would be reported by the Delhi Police to the Staff Selection Commission.
- 1.3 Application Form will be accepted through online mode only by the Staff Selection Commission.

- 1.4 The Staff Selection Commission will conduct the Examination in ‘Computer Based Examination’ (CBE) Mode on Pan-India basis, depending on the number of Online Application Forms from different states and UTs. The Computer Based Examination would be conducted in English and Hindi only.
- 1.5 Admission Certificate/ Admit Card for Computer Based Examination will be uploaded on the website of the Commission (i.e., <https://ssc.gov.in>), and a ‘Notice’ about Admission Certificate will also be provided on the website of the Delhi Police.
- 1.6 The result of the Computer Based Examination and the final result will be declared by the Commission on its website.
- 1.7 The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies in each category will be shortlisted for appearing in the Physical Endurance and Measurement Test (PE&MT).
- 1.8 PE&MT and Skill/ Trade Tests will be conducted by the Delhi Police at Delhi only. The Admission Certificates for the candidates shortlisted for appearing in PE&MT will be uploaded by the Delhi Police on its website (i.e., [www.delhipolice.nic.in](http://www.delhipolice.nic.in)). Candidates are required to follow the instructions given by the Delhi Police for the conduct of PE&MT/ Document Verification (DV).
- 1.9 After the conduct of PE&MT and Skill/ Trade Tests, the Delhi Police will provide the results of the PE&MT and Skill/ Trade Tests to SSC for further processing and declaration of result.
- 1.10 Collection of required eligibility certificates/ documents from the candidates, their verification, and Detailed Medical Examination (DME) will be carried out by the Delhi Police.
- 1.11 The final list of provisionally selected candidates, drawn from the list of candidates declared qualified in PE&MT and required Skill/Trade Tests, will be prepared & published by the Staff Selection Commission strictly on the basis of merit of Tests/ Examinations prescribed for the post and will be uploaded on its official website. A “Reserve Panel/Additional List” of 15% candidates (category-wise) will also be prepared in addition to the number of candidates selected as per the notified vacancies according to their merit, category-wise and the same will be provided to the Delhi Police in a sealed cover, not to be uploaded. The ‘Reserve Panel’ will be operated and maintained by the Delhi Police in accordance with the provisions of its Standing Order No. HRD/08/2022. The Commission will not entertain any grievance/application with regard to maintenance of ‘Reserve Panel/Additional List’.
- 1.12 RTI/ Public Grievances relating to Notice of Examination (excluding policy issues related to examination, Physical Standards, Medical Standards, Age, Reservation etc. pertaining to Recruitment Rules), Online Application Forms, conduct of Computer Based Examination and preparation of Merit List would be handled by the Staff Selection Commission whereas other RTI/Public Grievances relating to Recruitment Rules, Standing Orders and any Test/Exam (e.g. PE&MT, Medical Exam, Skill Tests/Trade Tests etc.) conducted by the Delhi Police would be handled by the Delhi Police.
- 1.13 Court cases relating to Online Examination Form, conduct of Computer Based Examination, short-listing of candidates for appearing in PE&MT or any Test conducted by the SSC, and preparation of final result of provisionally selected candidates, filed by the candidates in Delhi, would be handled by the Delhi Police. Such court cases in other Regions/outside Delhi on the matter will be handled by the SSC.

- 1.14 Court cases/RTI/Public Grievances relating to all other issues like Scheme of Examination, vacancies, conduct of Physical Endurance & Measurement Test (PE&MT), collection of Documents from the candidates and their verification, or any Test conducted by the Delhi Police, Detailed Medical Examination (DME), Review Medical Examination (RME) will be dealt with by the Delhi Police.
- 1.15 Any representation regarding change (inclusion/exclusion) in the Merit List/ Select List/ Reserve List due to wrong verified data or change in PE&MT/Medical Fitness Status will be dealt with by the Delhi Police.
- 1.16 In case of any change in the result due to the wrong inclusion/exclusion of any candidate in/from the Merit List/Selection List/Reserve List, the revised result will be issued by the SSC.
- 1.17 The process of cancellation of candidature of candidates found indulging in any malpractice or impersonation, etc., during the conduct of the Computer Based Examination will be handled by the SSC.
- 1.18 The cases of candidates found indulging in any malpractice or impersonation, etc., during the conduct of PE&MT or Typing Test on Computer and Computer (Formatting) Test conducted by the Delhi Police will be handled by the Delhi Police.

2. **Pay Matrix:** Pay Level-4 (Rs. 25500-81100) (Group 'C')

3. **Vacancies:** The details of tentative vacancies are as follows:-

**Head Constable (Ministerial)-Male**

S. No.	Category	UR	EWS	OBC	SC	ST	Total
1	Open	151	31	67	40	06	295
2	Ex-SM	17	03	10	09	07	46
<b>Total</b>		<b>168</b>	<b>34</b>	<b>77</b>	<b>49</b>	<b>13</b>	<b>341</b>

Out of 295 vacancies under Open category, 07 vacancies will be reserved for Persons with Benchmark Disabilities (PwBD) {only locomotor disability of 40% and above (either one leg (OL) or both legs (BL) affected)}. Their post will be civilian in nature and they will not wear uniform of the Delhi Police. The candidates having such disability certificate at the time of applying for the post will be considered.

**Head Constable (Ministerial)-Female**

S. No.	Category	UR	EWS	OBC	SC	ST	Total
1	Open	82	17	38	24	07	168
<b>Total</b>		<b>82</b>	<b>17</b>	<b>38</b>	<b>24</b>	<b>07</b>	<b>168</b>

Out of 168 vacancies under Open category, 04 vacancies will be reserved for Persons with Benchmark Disabilities (PwBD) {only locomotor disability of 40% and above (either one leg (OL) or both legs (BL) affected)}. Their post will be civilian in nature and they will not wear uniform of the Delhi Police. The candidates having such disability certificate at the time of applying for the post will be considered.

**Note:** The number of vacancies is provisional and liable to change. The Commission publishes the vacancies as reported and has no role in the determination of total vacancies, segregation of vacancies under various reserved categories etc.

- 3.1 The vacancies of SC/ ST/ OBC/ EWSs are earmarked by the Delhi Police on the basis of the post-based roster as per the Government of India's instructions/rules issued from time to time.
- 3.2 Delhi Police has reported that 10% vacancies are reserved for Ex-Servicemen (ESM) as per the Government of India's instructions. The personnel of Central Para Military Forces are not eligible to apply under Ex-Servicemen category.
- 3.3 The Commission will make selection of candidates in accordance with the vacancies reported by the Delhi Police. The Commission does not have any role in deciding the number of vacancies of Delhi Police. Implementation of reservation policy, maintaining reservation roster, backlog vacancies and earmarking of vacancies for different categories come under the domain of the Delhi Police.
4. **Nationality/ Citizenship: Candidate must be a citizen of India.**
5. **Age Limit: 18 to 25 years as on 01.07.2025 (i.e., candidates born not before 02-07-2000 and not later than 01-07-2007). The upper age limit as prescribed above will be relaxable only in the following cases: -**

**5.1. Permissible relaxation in upper age limit for different categories is as under: -**

Code No.	Category	Age-relaxation permissible beyond the upper age limit/ Upper Age Limit
01	SC/ST	5 years
02	OBC	3 years
03	PwBD (Unreserved/EWS)	10 years
04	PwBD(OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date of receipt of Online Application Form.
08	Sportsmen/Sportswomen of distinction who have represented a State at the National level or the Country at the International level in sports during the preceding three years from the date of advertisement of vacancies (other than SC/ST).	05 years
09	Sportsmen/Sportswomen of distinction who have represented a State at the National level or the Country at the International level in sports during the preceding three years from the date of advertisement of vacancies (SC/ST).	10 years

<b>Code No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit/ Upper Age Limit</b>
10	Departmental candidates of the Delhi Police (UR/EWS) who have rendered not less than 3 years of regular and continuous service as on the closing date.	Up to 40 years of age
11	Departmental candidates of the Delhi Police (OBC) who have rendered not less than 3 years of regular and continuous service as on the closing date.	Up to 43 years of age
12	Departmental candidates of the Delhi Police (SC/ST) who have rendered not less than 3 years of regular and continuous service as on the closing date.	Up to 45 years of age
13	Widows/divorced women and women judicially separated from their husbands and who are not re-married (UR/EWS)	Up to 35 years of age
14	Widows/divorced women and women judicially separated from their husbands and who are not re-married (OBC)	Up to 38 years of age
15	Widows/divorced women and women judicially separated from their husbands and who are not re-married (SC/ST)	Up to 40 years of age

**Note 1:** Candidates claiming benefits under the OBC category shall be in accordance with the castes notified in the Central List. This relaxation will also be admissible for candidates who are issued an OBC certificate by the Government of NCT of Delhi. The Certificate should be in the prescribed format issued by the competent authority empowered for the purpose. No other certificate will be accepted as sufficient proof.

**Note 2:** Candidates seeking reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of PE&MT as per the format attached as **Annexure 'D' & 'E'**.

**Note 3:** Candidates seeking reservation benefits for Economically Weaker Sections (EWSs) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of submitting the Online Application Form as per the format attached as **Annexure- 'F'**.

**Note 4:** Persons with Benchmark Disabilities (PwBD) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format issued by the competent authority/medical board in support of their claim at the time of PE&MT. Relaxation in the upper age limit is admissible up to 35 years for UR, 38 years for OBC, 40 years and SCs/STs in case of Persons with Benchmark Disability (PwBD) candidates. Only persons having a locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be allowed.

**Note 5:** Date of Birth filled by the candidate in the Online Application Form should be as recorded in the Matriculation/Secondary Examination Certificate and the same will be accepted by the Commission for determining the eligibility, and no subsequent request for change will be considered or granted after final submission of the application form.

**Note 6:** The age relaxation (Code 08 & 09) will be admissible for sportsmen/sportswomen of distinction who have represented a State at the National level or the Country at the International level in sports during preceding three years from the date of advertisement of vacancies. The discipline of sports for which relaxation is available is mentioned in the **Annexure 'A'**. The Sports Certificate shall be issued in the proforma attached at **Annexure 'B' & 'C'** having photograph of the candidate duly attested by the Secretary of the State/National Sports Federation.

**Note 7:** A “**Departmental Candidate**” means a person who has rendered a minimum of three years regular and continuous service in the Delhi Police who otherwise fulfils all educational and other physical qualifications.

6. **Relaxations for wards of Police personnel/Multi-Tasking Staff of the Delhi Police:**

6.1. In case of sons/daughters of either serving, retired, or deceased Delhi Police personnel/ Multi-Tasking Staff of the Delhi Police, who do not fulfill the general conditions of physical standard, the following relaxations are admissible: -

1. Height (Male/Female): Relaxable by 5 centimeters.
2. Chest (Male only) : Relaxable by 5 centimeters.

6.2. The relaxation will be extended to the sons/daughters of only those Delhi Police personnel/ Multi-Tasking Staff, who have not been awarded punishments of dismissal/removal/termination or compulsory retirement by way of penalty.

**NOTE 1:** Wards of police personnel and Multi-Tasking Staff of the Delhi Police belonging to SC/ ST/ OBC/ Hill Area category will not be entitled to get double relaxation. They can either avail relaxation in their own category or as a ward of police personnel & Multi-Tasking Staff of the Delhi Police.

**NOTE 2:** Candidates in this category can be allowed to take the Test provisionally on the production of a certificate in prescribed format as per **Annexure-'G'**, issued only by the DCP/Addl. DCP/ACP/HQ of the Distt./Units concerned (DCP/HQ or ACP/CR(PHQ) in respect of PHQ staff), where the Police personnel had last served, after verification of the relevant service records. This certificate would be required to be produced at the time of the physical measurement test.

7. **Definition of Ex-Servicemen:** The definition of Ex-servicemen as defined in the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi's O.M. No.36034/5/85-Estt.(SCT) dated 14-04-1987 is given as under: -

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

- i) who retired from such service after earning his/her pension; or
- ii) whose discharge book has the endorsement of Ex-servicemen; or
- iii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- iv) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- v) who has been released from such service after completing the specific period of engagements, 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 of the following categories, namely: -
  - a) Pension holders for continuous embodied service,
  - b) Persons with disability attributable to military service; and
  - c) Gallantry award winners.”

7.1. The Territorial Army personnel will, however, be treated as ex-servicemen w.e.f. 15-11-86.

7.2. Ex-Servicemen who are paid from the Central revenues are eligible to be re-enlisted as HC(Ministerial) at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification/grading, provided that they conform to the educational standards laid down for Head Constable(Ministerial) from open competition and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. They are medically fit for police service according to standards prescribed for recruits.

**Note 1:** Ex-Servicemen who have already secured employment under Central Government (including State Govt./Public Sector Undertakings/Autonomous Bodies/Statutory Bodies/Nationalized Banks etc.) in Group ‘C’ & ‘D’ posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for the age relaxation only.

**Note 2:** 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 purpose of age relaxation.

**Note 3:** 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 Online Application Form for the Post/Service, the status of ex-serviceman and /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 from the Armed Forces within the stipulated period of one year from the closing date of the Online Application Form.

## **Explanation**

i) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment, one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

ii) All such candidates who are serving in the Armed Forces and intend to apply under Ex-Servicemen category will be required to submit NOC from the department which shall clearly mention their date of discharge from the Armed Forces. The date of discharge/ date of completion of specified term of engagement with the Armed Forces must be within one year from the closing date of Online Application Form. NOC having no mention of the date of discharge from the Armed forces will not be entertained and their Online Application Form will be rejected without assigning any further reasons.

iii) A Matriculate Ex-Serviceman (which term includes an ex-serviceman, who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union will be considered eligible for the post.

## **8. Process of Certification and Format of Certificate:**

- 8.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the Delhi Police at the time of PE&MT/ DV, Typing Test on Computer/Computer (Formatting) Test, otherwise their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature/ Online Application Form will be considered under Unreserved (UR). The formats of the certificates are annexed to the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.
- 8.2 Candidates claiming benefits under the OBC category shall be in accordance with the castes notified in the Central List. This relaxation will also be admissible for candidates who are issued an OBC certificate by the Government of NCT of Delhi. They must ensure that they are entitled to such reservation as per eligibility and do not fall in the creamy layer on the crucial date. The **crucial date** for this purpose will be the **closing date of receipt of the Online Applications Form**. The "crucial date" means that the candidate should belong to the relevant category as on that date; it does not refer to the date of issue of the certificate.
- 8.3 Candidates applying under the EWS category and seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-26 issued on the basis of income for the financial year 2024-25



as per **Annexure-F** in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res.) dated 31.01.2019. The crucial date for this purpose will be the closing date of the receipt of the Online Application Form. The "crucial date" means that the candidate should belong to the relevant category as on that date; it does not refer to the date of issue of the certificate.

- 8.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the document(s) concerned is verified by the Delhi Police. Candidates are cautioned that they will be debarred from the Examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM status or avail of any other benefit.

9. **Essential Qualifications (The candidates should be 10+2 pass or possess equivalent qualification at the time of applying for the post) [as on closing date of Online Application Form]:**

- (i) 10 + 2 (Senior Secondary) pass or equivalent from a recognized Board at the time of filling up the Online Application Form.
- (ii) Professional Attainments:
  - Speed in English Typing - 30 words per minute.
  - OR**
  - Speed in Hindi Typing - 25 words per minute.

- 9.1 As per the Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas /certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

- 9.2 All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification **on the closing date of receipt of Online Application Form** failing which the candidature of such candidates will be cancelled by the Delhi Police. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to have met the educational qualification. **It is reiterated that the result of the required educational qualification must have been declared by the Board by the specified date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the EQ requirement.**

- 9.3 9.4 The educational qualification and other physical standards for the post shall be the same as prescribed in the rules for direct recruitment to such post. No relaxation other than

those provided in the Standing Order will be given in any qualifications or standards, except in the cases and manner laid down in the Delhi Police [Appointment & Recruitment] Rules, 1980 and amendments from time to time.

- 9.4 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce a relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, the final decision regarding the selection of such candidates will be taken by the Delhi Police.

10. **Incentive to NCC Certificate Holders:**

- 10.1 The incentive to 'NCC Certificate' holders will be granted at the following scales: -

Certificate Category	Incentive/ Bonus marks
NCC 'C' Certificate	5% of the maximum marks of the Examination
NCC 'B' Certificate	3% of the maximum marks of the Examination
NCC 'A' Certificate	2% of the maximum marks of the Examination

**Note:** The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of Document Verification / PE&MT. The crucial date for this purpose will be the closing date of receipt of the Online Application Form. **This benefit is not available for Ex-servicemen.**

- 10.2 **Weightage of Additional Marks:** The weightage of additional marks shall be given to the candidates possessing a Degree or Post Graduate Diploma Certificate awarded by the Rashtriya Raksha University (RRU) which will be at the following scales: -

Class obtained in Degree/ Post Graduate Diploma	Additional marks to be given
Distinction	5% of the maximum marks of the Examination
First Class	4% of the maximum marks of the Examination
Second Class	3% of the maximum marks of the Examination
Pass Class	2% of the maximum marks of the Examination

**Note:** The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of Document Verification/ PE&MT. The crucial date for this purpose will be the closing date of receipt of the Online Application Form.

11. **How to Apply:**

- 11.1 The Online Application Form must be submitted only in online mode on the website of SSC Headquarters, i.e., <https://ssc.gov.in> or through 'mySSC' mobile application (which can be downloaded from Google Play Store). For the detailed instructions thereon, please refer to **Annexure-I** and **Annexure-II**, (Sample proforma of One-time Registration and Online Application Form are attached as **Annexure-IA** and **Annexure-IIA** respectively) of this Examination Notice as well as the Notice dated 02.06.2025 relating to mobile app as available on the website of the Commission.
- 11.2 The last date and time for submission of the Online Application Form is **20.10.2025 (23:00 Hrs).**
- 11.3 **Candidates are advised in their own interest to submit the Online Application Form**

**much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.**

- 11.4 All the candidates, who wish to apply in response to this Examination Notice and have not generated their One-Time Registration (OTR) on the new website of the Commission (<https://ssc.gov.in> ), will be required to do so as the earlier OTR generated on the old website of the Commission (i.e., <https://ssc.nic.in> ) will not be functional for the new website. Subsequent to the OTR, the candidates can proceed to fill in the Online Application Form of the Examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the Examinations to be applied for on the new website. The detailed instructions for OTR are given in **Annexure-I & IA** to this Examination Notice.
- 11.5 The candidates are advised to opt for **Aadhaar-Based Authentication** in terms of the **Aadhaar Policy** as published on the website of the Commission while completing their OTR process. The Online Application Form(s) of the Candidates **who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards**. Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the Examination Venue at the time of the Computer Based Examination.
- 11.6 The candidate is **not required** to have a pre-existing photograph of himself/ herself for submitting the Online Application Form. The Online Application module has been so designed to capture a real-time photograph of the candidate while filling up the Online Application Form. The candidate will be required to stand/ sit before the camera when prompted by the Online Application Module and to scrupulously observe the following instructions while capturing the photograph: -
- Find a place with good light and plain background.
  - Ensure the camera is at eye level before taking the photograph.
  - Position himself/herself directly in front of the camera lens and look straight ahead.
  - Ensure that his/her face is fully inside the prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully, and no part of the face should be outside the area delineated by the camera.
  - Candidates shouldn't wear a cap, mask, or glasses/spectacles while capturing the photo.
- 11.7 The appearance of a candidate, while appearing for the Examination, should be as per the photograph in the Online Application Form. The candidate should ensure that the photograph captured is **clear, without a cap or spectacles**, and has a **full-frontal view**. The Online Application Form with **photograph not in accordance with the instructions is liable to be rejected**. In no case should the candidate capture the photograph of his/ her pre-existing photograph. All such Online Application Forms where the photograph of his/her pre-existing photograph is captured will be rejected summarily. However, the Online Application Form of candidates submitted through **Aadhaar-Based Authentication process will not be rejected** on the aforesaid grounds.
- 11.8 The candidate must ensure that his/ her photograph is uploaded as per the instructions before submitting the Online Application Form. **In the event of the photograph is not uploaded in the prescribed format/size, such Online Application Form/candidature**

**will be rejected or cancelled. However, the rejection on the aforesaid grounds will not be applicable to the candidates who have used Aadhaar-Based Authentication process for applying.**

- 11.9 Candidate is required to upload the scanned signature in JPEG format (10 to 20 KB). The image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Online Application Form with inappropriate photographs or blurred/miniature signatures, not meeting the prescribed requirement, will be rejected summarily. However, the rejection on the aforesaid grounds will not be applicable to the candidates who have used the Aadhaar-Based Authentication process for applying.
- 11.10 The Commission will not be responsible for the candidates not being able to submit their Online Application Form within the last date on account of heavy load on server or for any other reason beyond the control of the Commission.
- 11.11 Before submission of the Online Application Form, the candidates must go through the Preview option to ensure that they have furnished correct information/details in each field of the Online Application Form. They should also check that photograph and signature are meeting the prescribed requirements. The candidates are hereby advised to keep a hard copy of the Online Application Form submitted.
- 11.12 The information furnished by the candidates in their Online Application Form will be verified by the Delhi Police with reference to original documents during the PE&MT/ Document Verification. If it is found during verification of documents that any information furnished by the candidate in the Online Application Form is wrong/false, his/her candidature will be rejected forthwith. The candidates should ensure that they have furnished correct information in the Online Application Form.

## **12. Online Application Form Fee and Mode of Payment:**

- 12.1. Fee payable: ₹ 100/- (Rupees One Hundred only).
- 12.2. Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), PwBD and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 12.3. Fee can be paid online through BHIM UPI, Net Banking, or by using Visa, Mastercard, Maestro, or RuPay Debit cards.
- 12.4. Online fee can be paid by the candidates up to 21.10.2025 (23:00 Hours).
- 12.5. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with the SSC. If the fee is not received by SSC, the status of the Online Application Form is shown as 'Incomplete', and this information is printed at the top of the printout of the Online Application Form. Further, the status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such an Online Application Form, which remains incomplete due to non-receipt of fee, will be SUMMARILY REJECTED, and no request for consideration of such Online Application Form and fee payment after the period specified in the Notice of Examination shall be entertained.
- 12.6. Fee once paid shall not be refunded under any circumstances, nor will it be adjusted against any other Examination or selection.
- 12.7. Any issue/concern relating to payment transaction can be filed at the candidate's login portal through feedback mechanism.

13. **Window for Online Application Form Correction [27.10.2025 to 29.10.2025 (23:00 hours)]:**
- 13.1 After the closing date for receipt of the Online Application Form, the Commission will provide a period of 02 days to enable candidates to correct/ modify Online Application Form parameters, wherein candidates will be allowed to re-submit the Online Application Form after making requisite corrections/changes in the Online Application Form data as per their requirement.
- 13.2 A candidate will be allowed to correct and re-submit his modified/ corrected Online Application Form two times during the 'Window for Online Application Form Correction' i.e. if he has made a mistake in his updated Online Application Form also, he will be allowed to re-submit one more modified/corrected Online Application Form after making requisite corrections/ modifications. No more corrections in the Online Application Form will be allowed under any circumstances.
- 13.3 Only those candidates will be allowed to make corrections in the Online Application Form, whose completed Online Application Form, along with payment of the requisite fee, have been received by the Commission within the specified period.
- 13.4 The latest modified Online Application Form will be treated as the valid one, and the previous Online Application Form(s) submitted by such candidates will be cancelled.
- 13.5 The Commission will levy a uniform correction charge of ₹200/- for making corrections and re-submitting the modified/ corrected Online Application Form for the first time and ₹500/- for making corrections and re-submitting the modified/ corrected Online Application Form for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.
- 13.6 The correction charges can be paid only in online mode through BHIM UPI, Net Banking, or by using Visa, Mastercard, Maestro, or RuPay Debit cards.
- 13.7 The correction charges once paid shall not be refunded under any circumstances, nor will they be adjusted against any other Examination or selection.
- 13.8 Before submission of the corrected Online Application Form, candidates must check that they have filled correct details in each field of the Online Application Form. **After expiry of the 'Window for Online Application Form Correction', no change/ correction/ modification will be allowed under any circumstances.** Requests received in this regard in any form, like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission **and will be summarily rejected.**

14. **Centres of Examination:**

- 14.1 A candidate must indicate the Centre(s) in the Online Application Form in which he/ she desires to take the Examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows: -

S. No.	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website

1	Bhagalpur (3201), Muzaffarpur (3205), Patna (3206), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013), Gaya (3203).	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. ( <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a> )
2	Sri Vijaya Puram (4802), Dhanbad (4206), Jamshedpur (4207), Ranchi (4205), Balasore (4601), Behrampur Ganjam (4602), Bhubaneswar (4604), Cuttack (4605), Kalyani (4419), Rourkela (4610), Sambalpur (4609), Gangtok (4001), Asansol (4417), Kolkata/Howrah (4410), Siliguri (4415), Burdwan (4422), Durgapur (4426), Suri (4416), Dhenkanal (4611).	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 8 <sup>th</sup> Floor, 1 <sup>st</sup> MSO Building, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 ( <a href="http://www.sscer.org">www.sscer.org</a> )
3	Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Ernakulam (9213), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thiruvananthapuram (9211), Thrissur (9212), Kannur (9202), Kavaratti (9401)	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, “E” Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 ( <a href="http://www.ssckkr.kar.nic.in">www.ssckkr.kar.nic.in</a> )
4	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014) Sagar (6015), Bilaspur (6202), Raipur (6204), Durg Bhilai (6205)	<b>Madhya Pradesh (MPR)/</b> Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Complex, Pandri, Raipur Chattattisgarh-492004. ( <a href="http://www.sscmpr.org">www.sscmpr.org</a> )
5	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105), Jorhat (5107), Silchar (5111), Tejpur (5112), Imphal (5501), Churachandpur (5502), Shillong (5401), Aizwal (5701), Dimapur (5301), Kohima (5302), Agartala (5601).	<b>North Eastern Region (NER)/</b> Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 ( <a href="http://www.sscner.org.in">www.sscner.org.in</a> )
6	Delhi NCR (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405),	<b>Northern Region (NR)/</b>	Regional Director (NR),

	Jodhpur (2406), Sikar (2411), Udaipur (2409), Dehradun (2002), Haldwani (2003), Roorkee (2006).	Delhi, Rajasthan and Uttarakhand	Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110003 <a href="http://www.sscnr.nic.in">www.sscnr.nic.in</a>
7	Chandigarh (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Leh (1005), Samba (1010), Srinagar (J&K) (1007), Amritsar (1404), Jalandhar (1402), Patiala (1403), Ludhiana (1405).	<b>North Western (NWR)/</b> Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Guntur (8001), Kakinada (8009), Kurnool (8003), Nellore (8010), Rajahmundry (8004), Tirupati (8006), Vijayawada (8008), Vishakhapatnam (8007), Eluru (8016), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirappalli (8206), Vellore (8208), Hyderabad/Secunderabad (8601), Warangal (8603), Ongole (8014), Siddipet (8605), Thoothukudi (8207), Karur (8210).	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
9	Panji (7801), Ahmadabad/Gandhinagar (7001), Anand (7011), Rajkot (7006), Surat (7007), Vadodara (7002), Amrawati (7201), Chhatrapati Sambhaji Nagar (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208).	<b>Western Region (WR)/</b> Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>

14.2 A candidate has the option to give the preference of three Centres (anywhere in the country) for appearing in the Computer Based Examination, in order of priority. No request for change of Centre will be considered later, under any circumstances. Hence, the candidates should select the centers carefully and indicate the same correctly in their Online Application Form.

14.3 The Commission will endeavour to accommodate all the candidates in the Centre opted for by them. However, the Commission reserves the right to add new Centres (s) of Examination in addition to the list of Centres given at **Para 14.1** above or to cancel any Centre from the aforesaid list and ask the candidates opting for that Centre to appear from any other Centre. The Commission also reserves the right to divert candidates of a

Centre to some other Centre to take the Examination.

15. **Scheme of Examination/Mode of Recruitment:**

The selection process shall consist of the following compulsory Tests in the given order: -

S. No.	Tests/Exams	Maximum Marks/Qualifying
(i)	Computer Based Examination by SSC	100 Marks
(ii)	Physical Endurance & Measurement Tests (PE&MT): by the Delhi Police	Qualifying
(iii)	Typing Test on Computer: by the Delhi Police	25 Marks
(iv)	Computer (Formatting) Test: by the Delhi Police	Qualifying

15.1 The candidate applying for this post has to appear in Computer Based Examination of one and half hour **(90 minutes)** duration to be conducted at different Centres.

15.2 The Computer Based Examination will consist of one Objective-Type Paper containing **100 Questions** carrying **100 marks**.

15.3 There will be **negative marking of 0.25 marks for** each wrong answer.

15.4 The question paper for Computer Based Examination will cover the following subjects and will be conducted in **HINDI and ENGLISH Only**: -

Subject		Number of Questions	Maximum Marks
Part-A	General Awareness	20	20
Part-B	Quantitative Aptitude (Basic Arithmetic Skill)	20	20
Part-C	General Intelligence	25	25
Part-D	English Language (Basic Knowledge)	25	25
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
<b>Total</b>		<b>100</b>	<b>100</b>

15.5 No scribe will be provided to Persons with Benchmark Disabilities (PwBD) candidates for the Examination.

15.6 The dates of Examination indicated in the Examination Notice are tentative. Any change in the schedule of the Examination will be informed to candidates only through the website of the Commission.

15.7 There shall be no provision for re-evaluation/re-checking in the Examination. No correspondence in this regard shall be entertained.

15.8 The Computer Based Examination will consist of Objective Type, Multiple-Choice questions only.

15.9 There will be **negative marking of 0.25 marks** for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.



- 15.10 Marks scored by candidates in the Computer Based Examination 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.
- 15.11 Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after having conducted the CBE. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of ₹ 50/- per question, which is non-refundable. Representations on the matter received through any other modalities, i.e., letter, application, email, etc., will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalization of the Answer Keys, and the decision of the Commission in this regard will be final.
- 15.12 The Final Answer Keys will be used for processing the result of Computer Based Examination. Final Answer Keys as well as marks will be made available on the website of the Commission after the declaration of the result of the Computer Based Examination.
- 15.13 The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the Examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV Footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the Examination are liable to strict action, including cancellation of candidature and debarment from future Examinations, as per the policy of the Commission.

16. **Indicative Syllabus for the Computer Based Examination:**

- (A) **General Awareness:** Questions will be designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research.
- (B) **Quantitative Aptitude (Basic Arithmetic Skill):** Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work, Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base, Trigonometry, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and distances, Histogram, Frequency polygon, Bar-diagram, Pie-chart.
- (C) **General Intelligence:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning

and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding and de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**(D) English Language (Basic Knowledge):** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**(E) Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following: -

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).
2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas)
3. Communication (Basics of E-mail, Sending/receiving of Emails and its related functions)
4. Internet, WWW and Web Browsers (Internet, Services on Internet, URL, HTTP, FTP, Web sites, Blogs, Web Browsing Software, Search Engines, Chat, Video conferencing, e-Banking) etc.

**17. Declaration of the result of the Computer Based Examination for appearing in PE&MT:**

- 17.1. The result of the Computer Based Examination shall be declared by the SSC.
- 17.2. The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies advertised in each category, i.e., General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT. In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT.
- 17.3. Eligible candidates of Persons with Benchmark Disabilities (PwBD) [Locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be qualified in Computer Based Examination twenty (20) times the number of vacancies, directly for Typing Test on Computer, as they are exempted from Physical Endurance & Measurement Tests (PE&MT). However, they will have to appear for Document Verification (DV).
- 17.4. The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen securing 30% marks in aggregate, in the above Computer Based Examination, may be

considered to have qualified in the Test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

18. **Physical Endurance Test (Qualifying)**

A) **Male Candidates:**

**For Male candidates, including ex-servicemen and departmental candidates (age-wise):**

Age	Race-1600 Meters	Long Jump	High Jump
Upto 30 years	07 minutes	12½ feet (12'6")	3½ feet (3'6")
Above 30 to 40 years	08 minutes	11½ feet (11'6")	3¼ feet (3'3")
Above 40 years	09 minutes	10½ feet (10'6")	3 feet

B) **Female Candidates:**

**For Female candidates, including departmental candidates and widow/divorced/judicially separated women candidates (age-wise):**

Age	Race - 800 Meters	Long Jump	High Jump
Upto 30 years	05 minutes	9 feet	3 feet
Above 30 to 40 years	06 minutes	8 feet	2½ feet (2'6")
Above 40 years	07 minutes	7 feet	2¼ feet (2'3")

**Note 1:** Those who qualify in the Race will be eligible to appear in the Long Jump and then High Jump. Long Jump and High Jump are to be cleared in any one of the three chances that will be given. There shall be no appeal against disqualification in the Race, Long Jump and High Jump.

**Note 2:** The female candidates, who are either pregnant, or have given birth to a baby or have had a miscarriage during the period preceding the PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily **unfit until the confinement is over**. Till then result of such cases may be kept in a sealed cover, and the vacancies will be kept in reserve.

**Note 2.1:** She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner.

The confinement period will be: -

- i) 6 months from the date of delivery to a baby.
- ii) 45 days from the date of miscarriage.

**Note 2.2** If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time”

**Physical Measurement (Male and female)**

**A) Male Candidates:**

**(a) Height:** 165 cms, relaxable by 5 cms for: -

(i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure ‘H’**.

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

**(b) Chest:** Minimum 78 cms - 82 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

(i) Residents of hill areas, for which certificate as above will be produced.

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

**B) Female Candidates:**

**Height:** 157 cms, relaxable by 5 cms for-

(i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure-‘H’**.

(ii) SC/ST candidates.

(iii) Daughters of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

19. **Physical Measurement:** Physical Measurement Test shall be taken only of those who qualify the Endurance Tests.

20. No Physical Endurance & Measurement Tests for Persons with Benchmark Disabilities (PwBD) candidates: The Persons with Benchmark Disability (PwBD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests. However, they will have to appear for Document Verification (DV).

21. Medical Standard: The candidates should be of sound state of health, free from defect, deformity or disease. Both eyes should have a vision of 6/12 with or without glasses. No relaxation is allowed to any category of candidates on this count.
- 21.1. **For persons with disabilities:** Sound state of health, vision of 6/12 with or without glasses in both eyes. Locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be allowed. The physical requirements for the post are as under:-

(F, PP, L, B, S, BL)	
Code	Physical Requirements
F	Work performed by manipulating (with Fingers)
PP	Work performed by pulling & pushing.
L	Work performed by lifting.
B	Work performed by bending.
S	Work performed by sitting (on bench or chair)
BL	Both leg affected but not arms.

22. **Physical Endurance & Measurement Test (PE&MT)**

- 22.1. Only those candidates qualified in the Computer Based Examination shall be called for Physical Endurance & Measurement Tests (PE&MT).
- 22.2. The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi, after the result of the Computer Based Examination is declared.
- 22.3. The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and the holding staff will prepare the batch for the racing event.
- 22.4. After verification/establishing the identities of the candidates in Holding Area, a chest number will be allotted to the candidates and holding staff will prepare the batch for racing event.
- 22.5. RFID Tags (Radio Frequency Identification) on the candidates will be used in the Race.
- 22.6. Height and Chest will be measured through digital equipment.
- 22.7. All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel for seeking relaxation, etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. Race, Long/High Jump and Physical Measurement). The candidates will also be required to produce self-attested copies of all the documents/certificates for checking their eligibility at the time of PE&MT.
- 22.8. In case any candidate fails to produce the requisite documents during PE&MT process, his/her candidature will be rejected. However, he/ she may be given a chance to submit the required documents within 05 working days. After production of required documents, his/her candidature will be reconsidered on merit.
- 22.9. The result of the PE&MT process may be provided to each candidate under proper receipt clearly indicating qualified/disqualified. However, in case of disqualification/rejection,

the reasons thereof may be mentioned clearly. A copy of the acknowledgement of “Qualified Slip”/ “Rejection Slip” may also be kept on record.

**Note:** *A candidate who has earlier participated in the Physical Endurance Test and Measurement Tests (PE&MT) to this Examination and disqualified in any event such as Race, High Jump, or Long Jump shall have that result treated as final. If any, disqualified candidate reappears for the test while concealing their prior participation or disqualification and subsequently qualifies, the original result of the Physical Endurance Test shall prevail.*

23. **Appellate Board for Physical Measurement Tests:** The candidates qualified in the Physical Endurance & Measurement Tests (Race, Long Jump and High jump) shall have to further appear in the Physical Measurement Tests, i.e. Height/Chest (male candidates) and Height (female candidates), as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at a later stage.
24. **Typing Test on Computer (Maximum 25 marks):** Candidates who qualify in the Physical Endurance & Measurement Tests (PE&MT) as well as Persons with Benchmark Disabilities (PwBD) who qualify in the Computer Based Examination will be called for Typing Test on Computer. The Test shall be of 10 minutes duration. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to the speed achieved in the Typing Test.
- 24.1. **The procedure of Typing Test on Computer:** - The Typing Test shall be of 10 minutes duration. Minimum qualifying speed shall be 30 w.p.m. in English and 25 w.p.m. in Hindi. Candidates will be provided with a printed passage containing a minimum of 400 words or 2000 strokes in English or 350 words or 1750 strokes in Hindi. No candidate shall be allowed/continue to type the passage after the duration of 10 minute gets over.

A maximum 25 marks has been allotted for the Typing Test and marking shall be done as under: -

English Typing		Hindi Typing	
Below 30 w.p.m.	Disqualify	Below 25 w.p.m.	Disqualify
30 w.p.m.	10 Marks	25 w.p.m.	10 Marks
From 31 to 35 w.p.m.	12 Marks	From 26 to 30 w.p.m.	12 Marks
From 36 to 40 w.p.m.	15 Marks	From 31 to 35 w.p.m.	15 Marks
From 41 to 45 w.p.m.	18 Marks	From 36 to 40 w.p.m.	18 Marks
From 46 to 50 w.p.m.	21 Marks	From 41 to 45 w.p.m.	21 Marks
Above 50 w.p.m.	25 Marks	Above 45 w.p.m.	25 Marks

24.2. **PROCEDURE FOR EVALUATION OF ENGLISH AND HINDI TYPING SPEED**

**DURATION - 10 MINUTES**

(i)	Total strokes/5	Words
(ii)	Total words/time of test	Tentative Speed

**MISTAKES** - 1 word for each mistake

Omission, substitution, addition of punctuation marks, wrong typing of “letter” i.e. “capital letter” instead of “small letter” and vice versa, gap in a word and more gap between two words and not making paragraph(s).

### **EXAMPLE**

(i)	Total No. of strokes typed	2000
(ii)	Words	$2000 \div 5 = 400$ words
(iii)	Tentative Speed	Total Words/time of the test ( $400 \div 10 = 40$ w.p.m)
(iv)	No. of mistakes done	10
(v)	<b>Actual Speed</b>	<b><math>40 - 10 = 30</math> w.p.m.</b>

25. **Computer (Formatting) Test (Qualifying):** The candidates who qualify in the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-PowerPoint and MS-Excel, which will be of a qualifying nature. The candidates will be given 10 minutes for each Test separately. The candidates shall have to format in the same way as it is in the supplied handout and to print the same on the printer. The following formatting features used in the routine would be tested:

### **MS-Word**

**Time:10 minutes**

(i)	Indenting of paragraphs	(xi)	Superscript
(ii)	Underline	(xii)	Subscript
(iii)	Using different font type	(xiii)	Page numbering
(iv)	Inserting of paragraph numbers	(xiv)	Insertion of symbol
(v)	Setting of left/ right margin	(xv)	Draw/Insertion of table
(vi)	Select text in bold	(xvi)	Bullets/ Numbering
(vii)	Italics	(xvii)	Change case
(viii)	Using different font size	(xviii)	Setting of paragraphs
(ix)	Centre, left, right, justification	(xix)	Some text as Header
(x)	Line spacing of the passage, viz. single, double etc.	(xx)	Some text as Footer

### **MS-PowerPoint**

**Time:10 minutes**

(i)	Insert Header	(xi)	Background style of slide
(ii)	Use text box	(xii)	Design of Slide
(iii)	Create Hyperlink	(xiii)	Print handout
(iv)	Insert Chart/Graph	(xiv)	Insert clipart
(v)	Drawing of Table	(xv)	Insert Footer
(vi)	Insert auto number in table	(xvi)	Slide Numbering
(vii)	Insert bullet in table	(xvii)	Insert Picture
(viii)	Insert shapes	(xviii)	Publish handout with MS Word
(ix)	Insert Smart art	(xix)	Insert action
(x)	Insert text with WordArt	(xx)	Alignment of text

(i)	Insert Chart/Graph	(xi)	Format cell as rupee
(ii)	Wrap text	(xii)	Insert clipart
(iii)	Merge cells	(xiii)	Font size
(iv)	Centre a Text	(xiv)	Font style
(v)	Centre align as text	(xv)	Font colour
(vi)	Orientation of text	(xvi)	Insert footer
(vii)	Bold a text	(xvii)	Sort data
(viii)	Underline a text	(xviii)	Insert formula
(ix)	Italics	(xix)	Insert shapes
(x)	Insert header	(xx)	Format cell as number and decimal places

20 features of formatting, as listed above may be tested in each Test with 1/2 mark each for every feature of formatting. **In case of formatting features if a candidate carries out the formatting as per the specimen, 1/2 mark each shall be given, otherwise no marks shall be given.** Out of the 10 marks for the formatting features for each Test, a candidate should secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

26. **Resolution of Tie Cases**

In cases where more than one candidate secures equal aggregate marks, the tie will be resolved by applying the following methods one after another, till the tie is resolved: -

- i) The older candidate shall be given preference.
- ii) In case the date of birth is also the same, the candidate who secured higher marks in the Computer Based Examination shall be given preference.
- iii) If the date of birth and marks in the Computer Based Examination are also the same, higher marks in the Typing Test on the Computer will be given preference.
- iv) If the date of birth, marks in Computer Based Examination and marks in Typing Test on Computer are also the same, alphabetical order in which first names of the candidates appear will decide the case.

27. **Declaration of Final Result**

- 27.1. The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared and announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks), Typing Test on Computer (25 marks) and incentive/bonus marks (if any).
- 27.2. A "Reserve Panel" of 15% candidates will also be prepared by SSC in addition to the number of candidates selected as per the notified vacancies according to their merit; category-wise and the same will be provided to Delhi Police in a sealed cover, not be uploaded. Reserve Panel will be operated by Delhi Police.
- 27.3. SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit



than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

- 27.4. A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.
- 27.5. The candidates will be selected provisionally subject to police verification of their character and antecedents and medical fitness as prescribed for the post. The concealment of facts/misrepresentation of any type in Attestation Form may result into cancellation of candidature. In case the concealment of facts/misrepresentation of any type in Attestation Form, is detected after joining, action will be taken against the candidate as per the provisions of Standing Order No. HRD/12/2025 and amendments from time to time and he/she will also be liable to refund the amount spent on his/her training given to him/her from the State Exchequer. He/ She shall also be debarred from serving in the Delhi Police. Legal action shall also be initiated against him/her.
- 27.6. After the declaration of final result of provisionally selected candidates, the SSC will provide the list of such selected candidates to the Delhi Police in a soft/hard copy to enable the Delhi Police to start subsequent stages of codal formalities i.e. medical examination and police verification by filling up/depositing of police verification/medical examination form etc.
- 27.7. Recruitment Cell, New Police Lines, Delhi will upload the schedule for filling up/depositing of requisite forms on the website of the Delhi Police.
- 27.8. To maintain transparency in the recruitment process and to avoid frequent visit of candidate in the office of Recruitment Cell, New Police Lines, Delhi, the status of all provisionally selected candidates will be made available on the website of the Delhi Police with complete information i.e. Name, Father's Name, Roll No. Category, Status of Medical Examination, Police Verification (PVR) and Joining Date etc.
- 27.9. A "Call Letter" shall be issued to the selected candidates for receiving the "Offer of Appointment". This letter will be issued to the selected candidates only after due completion of all codal formalities i.e. subject to medical fitness, verification of Character and Antecedents and final checking of documents etc.
- 27.10. "Offer of Appointment" letters will only be issued by the Competent Authority to the candidate, who successfully submitted all required documents (in original).
- 27.11. "Agreement Form/ Bond" (F-81) will, thereafter, be given to the candidates, who shall submit the same at the time of joining their training.

**Note:** Cases of all selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court will be considered as per law in view of the provisions of S.O. No. 398/2025 and amendments from time to time. Cases of departmental selected candidates against whom any DE/PE/Criminal case/Vigilance enquiry etc. is pending will be kept pending till the finalization of their cases and their cases will be decided on merit after finalization of the cases.

- 27.12. **Basic Training Course:** The candidates selected for the post will have to undergo Residential Basic Training course at training Centre in Delhi for six (05+01) months duration or as prescribed from time to time by the Commissioner of Police, Delhi and will have to pass out successfully from the Delhi Police Academy as per training Standing Order.

**Note:**

- (i) The Persons with Benchmark Disabilities (PwBD) candidates shall be exempted from Outdoor training. However, they will undergo Indoor training as per training Standing Order for the post.
- (ii) The medium of instruction in the Delhi Police Academy will be in Hindi.

**28. Admission to the Examination:**

- 28.1. All candidates who register themselves in response to this Notice by the closing date and time and whose Online Application Form 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 Certificates (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.
- 28.2. The Commission will not undertake detailed scrutiny of Online Application Form for the eligibility and other aspects at the time of the Computer Based Examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of essential qualifications, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the Online Application Form is not found substantiated, the candidature will be cancelled and the decision of the competent authority shall be final.
- 28.3. Admission Certificates for the Computer Based Examination will be uploaded on the website of the Commission. Admission Certificates will not be issued by post/email for any stage of Examination. Therefore, candidates are advised to visit the website of SSC (Headquarters) (<https://ssc.gov.in>) regularly for updates and information about the Examination.
- 28.4. The information about the Computer Based Examination indicating Time-table and City / Centre of Examination will be uploaded on the website of Commission about 10 days before the date of Examination. If any candidate does not find his/her details on the website of the Commission one week before the date of Examination, he/she must immediately contact the Regional Office concerned of the Commission with proof of having submitted his/her Online Application Form. Failure to do so will deprive him/her of any claim for consideration.
- 28.5. Candidates must write Registration Number, 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.
- 28.6. The facility for download of Admission Certificate will be made available about **2 - 3 days** before the conduct of Computer Based Examination (CBE) on the website of Commission (Hqrs). **Candidate must bring printout of the Admission Certificate to the Examination Hall.**
- 28.7. The candidates, who have not **undergone Aadhaar Based Authentication**, will require to report at the Examination Centre **two (02) hours** before the scheduled start of the Examination. In addition to the Admission Certificate, it is mandatory to carry at least two

passport size recent colour photographs and Original valid Photo-ID proof having Date of Birth (DoB) as printed on the Admission Certificate **failing which they will not be allowed entry** such as: -

- 28.7.1. Voter's ID Card
  - 28.7.2. Driving License
  - 28.7.3. PAN Card,
  - 28.7.4. Passport,
  - 28.7.5. ID Card issued by University/ College/ School,
  - 28.7.6. Employer ID Card (Govt./ PSU/ Private) etc.,
  - 28.7.7. Ex-serviceman Discharge Book issued by Ministry of Defence.
  - 28.7.8. Any other photo bearing valid ID card issued by the Central/ State Government.
- 28.8. In case 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 by CBSE/ICSE/State Boards only; Birth Certificate, Category Certificate) towards proof of their date of birth (DoB). In the event of mismatch in 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.
- 28.9. Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- 28.10. Online Application Form with blurred signature will be rejected summarily. The Online Application Module has been designed to capture live photograph of the candidate filling up the Online Application Form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full-frontal view. Online Application Forms with photographs not in accordance with the instructions are liable to be rejected. In no case should the candidate capture the photographs of his / her pre-existing photograph. All such Online Application Forms where photograph of his/her pre-existing photograph is captured will be rejected. However, the rejection of Online Application Form due to above reasons will not be applicable for the candidates who have undergone Aadhaar Based Authentication.
29. **Document Verification (DV)**
- 29.1. All the candidates shortlisted on the basis of their performance in the Computer Based Examination and who qualify all the events of PE&MT (i.e. Race, Long/ High Jump, Physical Measurement etc.) and shortlisted PwBD candidates are required to appear for Document Verification along with the photocopies and original documents as mentioned at **Para 29.3**.
- 29.2. Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at **Para 28.7** above while appearing for the Document Verification.
- 29.3. Candidates will have to submit copies of various documents like:
- 29.3.1. Matriculation/ Secondary Certificate.
  - 29.3.2. Essential Educational Qualification Certificate.
  - 29.3.3. Order/ letter in respect of equivalent Educational Qualifications claimed, 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.

- 29.3.4. Caste/ Category Certificate, if belongs to reserved categories
- 29.3.5. PwBD certificate.
- 29.3.6. Hill Area Certificate (**Annexure-H**), if applicable.
- 29.3.7. For Ex-Servicemen (ESM):
- 29.3.8. Serving Defence Personnel Certificate/NOC as per **Annexure-i**, if applicable.
- 29.3.9. Undertaking as per **Annexure-J**.
- 29.3.10. Discharge Certificate, if discharged from the Armed Forces,
- 29.3.11. Relevant Certificate if seeking any age relaxation.
- 29.3.12. Wards Certificate issued to wards of Delhi Police personnel/ Multi-Tasking Staff of the Delhi Police (**Annexure-G**), if applicable.
- 29.3.13. RRU certificate, if any.
- 29.3.14. Sports Certificate, if applicable.
- 29.3.15. Certificate of Departmental candidates of the Delhi Police (**Annexure-K**), if applicable.
- 29.3.16. No Objection Certificate, in case already employed in Government/ Government undertakings.
- 29.3.17. NCC Certificate-A, B or C, if applicable.
- 29.3.18. A candidate who claims change in name after matriculation on account of marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 29.3.19. 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;
- 29.3.20. 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.
- 29.3.21. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 29.3.22. Proof to available relaxation under "Widow/Divorced women and women judicially separated from their husbands".
- 29.3.23. 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.
- 29.3.24. Any other document specified in the Admission Certificate for PE&MT/ DV.

### 30. **Mode of Selection:**

- 30.1. The recruitment process will consist of Computer Based Examination (CBE), Physical Endurance and Measurement Test (PE&MT), Typing Test on Computer and Computer

(Formatting) Test, Police verification of character & antecedents and Medical Examination of finally selected candidates.

- 30.2. All candidates whose Online Application Form are found to be in order will be called to appear in the Computer Based Examination. The Commission will conduct the examination for all candidates in Computer Based Mode only. Admission Certificates for Computer Based Examination will be uploaded on the website of the Commission.
- 30.3. Computer Based Examination will be conducted in **English and Hindi only**.
- 30.4. PE&MT will be of qualifying nature.
- 30.5. Document Verification (i.e. collection of required eligibility certificates/ documents from the candidates and their verification with original documents) will be conducted by the Delhi Police at the time of PE&MT for the candidates who qualify all the events of PE&MT including shortlisted PwBD candidates.
- 30.6. The candidates who are qualified in all stages of the Examination will be considered for inclusion in the final merit list.
- 30.7. SC, ST, OBC and EWS candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwBD candidates.
- 30.8. SC, ST, OBC, EWS, ESM, and PwBD candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. In so far as cases of ex-servicemen are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 30.9. A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 30.10. Success in the Examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- 30.11. The candidates applying for the Examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all stages of the Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the Examination will be cancelled.
- 30.12. If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.
- 30.13. The candidates applying for the Examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of

Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Computer Based Examination, Typing Test on Computer and Computer (Formatting) Test, PE&MT and Medical Examination as well as after issue of Offer of Appointment/ joining the service, it is found that they do not fulfil any of the eligibility conditions, their candidature/ selection for the post will be cancelled by the Commission/ the Delhi Police.

30.14. Cases of all selected candidates against whom any criminal case is registered/ pending investigation/pending trial in the court, will be considered by the Delhi Police as per law in view of the provisions of its Standing Order No. HRD/12/2025 and amendments from time to time. Cases of departmental selected candidates against whom any Departmental Enquiry/ Preliminary Enquiry/ Criminal case/ Vigilance enquiry etc. is pending will be kept pending till the finalization of their cases and their cases will be decided on merit after finalization of the cases.

30.15. Skill Tests will be conducted at Delhi only.

**31. Action against candidates found guilty of misconduct:**

31.1. The Commission undertakes a comprehensive Post-Examination analysis to ensure the integrity and fairness of the Examination process. This includes detailed scrutiny through log analysis, photograph, and biometric verification, and CCTV footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the Examination are liable to strict action, including cancellation of the candidature and debarment from future Examinations, as per the policy of the Commission.

31.2. If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of the Examination or thereafter, their candidature for this Examination will be cancelled and they will be debarred from the Examinations of the Commission for the period mentioned below:

S. No.	Details of Malpractice	Debarment Period
1.	Taking away any Examination related material such as Rough Sheets, Commission copy of admission certificate etc. from the Examination Hall or passing it on to unauthorized persons during the conduct of Examination.	01 - 02 Years
2.	Leaving the Examination venue before completion of the due procedure for exist	01 Year
3.	Misbehaving, Intimidating or Threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's Representatives etc.	02 - 03 Years
4.	Obstruct the conduct of Examination/instigate other candidates not to take the examination.	03 Years
5.	Deliberately making statements which are incorrect or false/suppressing material information / submitting fabricated documents.	01 - 03 Years
6.	Obtaining support/influence for his candidature by any irregular or improper means in connection with his candidature.	03 Years
7.	Possession of Mobile Phone, Bluetooth devices, Wireless devices, Spy Cameras or any other electronic gadgets in the examination hall.	03 - 05 Years

S. No.	Details of Malpractice	Debarment Period
8.	Appearing or attempting in the same Examination more than once in contravention of the rules.	02 - 05 Years
9.	A candidate who is also working as an Examination functionary in the same Examination.	03 Year
10.	Deliberately damaging the Examination related infrastructure/ equipment.	01 – 03 years
11.	Appearing or attempting in the Examination with forged Admit Card, Identity proof, etc.	03 – 05 years
12.	Possession of any fire arms/ weapons or threatening/ intimidating examination functionaries with weapons/ fire arms or assault, use of force, causing bodily harm in any manner to the Examination functionaries like Supervisor, Invigilator, Security Guard or Commission's Representatives etc.	07 Years
13.	Using unfair means in the Examination hall like copying from an unauthorized source, written material on any paper or body parts etc.	07 Years
14.	Impersonate / Procuring impersonation by any person.	07 Years
15.	Taking snapshots, making videos of the question papers or the Examination material, Labs etc.	07 Years
16.	Sharing Examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc.	07 Years
17.	Attempt to hack or manipulate Examination servers, data and Examination systems at any point before, during or after the Examination.	07 Years
18.	Candidate applying with same photograph with different personal details as Name, Mother/Father's name, DoB, etc., in different Recruitments or vice a versa.	01 – 05 years

- 31.3. The Commission may also report the matter to Police/Investigating Agencies, as deemed fit. Further, the Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.
32. **Staff Selection Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the Online Application Form, penalty for false information, mode of selection, conduct of Examination(s), allotment of Examination Centres and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
33. **Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of the Regional/ Sub-Regional concerned Office of the Commission where the candidate has appeared for the Computer Based Examination.
34. **Disqualifications:** 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 service 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 there are other grounds for so doing, exempt any person from the operation of this rule.

35. **Important Instructions to candidates:**

1.	Before applying, candidates are advised to go through the instructions given in the Notice of the Examination very carefully. The Notice of the Examination is printed both in English and Hindi; in case of any dispute, the English version will prevail.
2.	Candidates are advised in their own interest to submit the Online Application Form much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to log in to the SSC website on account of heavy load on the website during the closing days.
3.	The candidate must write his/ her name and date of birth strictly as recorded in the Matriculation/ Secondary certificate. If any variation in the Date of Birth is observed at the time of entry in the Examination venue, he/she shall not be allowed to appear in the Examination. Further, if any variation in the name and date of birth is observed at the time of Document Verification or any other time, his/ her candidature will be cancelled.
4.	All the candidates, who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website of the Commission (i.e., <a href="https://ssc.gov.in">https://ssc.gov.in</a> ), will be required to do so as the earlier OTR generated on the old website ( <a href="https://ssc.nic.in">https://ssc.nic.in</a> ) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill in the Online Application Form for the Examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the Examinations to be applied for on the new website. The detailed instructions for OTR are given in <b>Annexure-I</b> to this Examination Notice.
5.	<p>The Commission has implemented an Aadhaar-Based Biometric Authentication in this Examination. Accordingly, all candidates will have an option to authenticate themselves using Aadhaar at the time of One Time Registration, while filling in the Online Application Form for the Examination. The candidates who do not want to authenticate themselves through an Aadhaar-Based Authentication are required to upload the following documents for completion of their One Time Registration (OTR):</p> <p>-</p> <ul style="list-style-type: none"> <li>(i) Proof of Name viz. Voter ID Card, PAN Card, Driving License, Government ID Card, Government Service Identity Card, Pension Document</li> <li>(ii) Proof of Date of Birth, viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer,</li> <li>(iii) Proof of Address, viz. Voter Identity Card, Driving License, A Bank Statement with an attested photograph of the applicant, Rent Agreement, and Income Tax Assessment Order.</li> <li>(iv) Photograph.</li> </ul>



	(v) Proof of Gender viz. Voter ID Card, Birth Certificate, School Leaving Certificate.
6.	Collection of documents from the candidates and their verification will be carried out at the time of PE&MT/DV by the Delhi Police. Therefore, candidature will be accepted only provisionally after the final submission of the Online Application Form. Candidates are advised to go through the requirements of essential qualifications, age, physical standards, etc. and satisfy themselves that they are eligible for the posts before applying. When scrutiny of the document is undertaken at the time of the PE&MT, if any claim made in the Online Application Form is not found substantiated, the candidature will be cancelled.
7.	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM or any other relaxation as per the provisions of this Notice must ensure that they are entitled to such reservation/ relaxation. They should also be in possession of the certificates in the prescribed format in support of their claim when the copies of the certificates are sought during the PE&MT/ DV, otherwise their claim for SC/ ST / OBC /EWS, etc. category will not be entertained, and their candidature/ Online Application Form will be considered under the Un-reserved (UR) category. Further, if the candidate has sought any other age-relaxation and is not able to produce the relevant certificate, he/ she will be considered in his/ her respective category, i.e., SC/ ST/ OBC/ EWS/ UR.
8.	When the Online Application Form is successfully submitted, it will be accepted ' <b>Provisionally</b> '. Candidates should take a printout of the Online Application Form for their own records. However, a printout of the 'Online Application Form' is not required to be submitted to the Commission/ the Delhi Police.
9.	Only one Online Application Form is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling up their Online Application Form. In case more than one Online Application Form of a candidate is detected, all the Online Application Forms will be rejected by the Commission and his/ her candidature for the Examination will be cancelled. If a candidate submits multiple Online Application Forms and appears in the Examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from all the Examinations of the Commission as per the rules.
10.	Online Application Forms with inappropriate photographs or blurred/miniature signatures, not as per the instructions, will be rejected summarily. However, the Online Application Forms of candidates who opted for Aadhaar-Based Authentication will not be rejected on this ground.
11.	The candidates are not required to have a pre-existing photograph of himself/ herself for applying. The Online Application Form module has been designed to capture photographs of the candidate filling in the Online Application Form. The candidates should ensure that the photograph captured is clear, without a cap or spectacles, and with a full-frontal view. In the event that the photograph captured is not as per the instructions, the candidates are advised to recapture the photograph. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such Online Application Forms, where a photograph of his/her pre-

	<p>existing photographs is captured, will be rejected. The appearance of a candidate in the Examination should be as per the photograph in the Online Application Form.</p> <p>The specimens of acceptable/ not-acceptable photographs are given in <b>Annexure-L(4/4)</b>. For capturing his/ her photographs, the candidate has to stand/ sit before the camera when prompted by the application module and observe the following instructions: -</p> <ol style="list-style-type: none"> <li>1. Find a place with good light and a plain background.</li> <li>2. Ensure the camera is at eye level before taking the photo.</li> <li>3. Position yourself directly in front of the camera and look straight ahead.</li> <li>4. Ensure that the face is fully inside the area delineated by the camera and that it is neither too close nor too far. It should cover the area fully, and no part of the face should be outside the rectangle.</li> <li>5. Candidates shouldn't wear a cap, mask or glasses/ spectacles while capturing the photo.</li> <li>6. Candidates are required to upload the scanned signature in JPEG format (10 to 20 KB). The image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). <b>Online Application Forms with blurred Signatures will be rejected summarily.</b></li> </ol> <p><b>However, the Online Application Form of candidates who have opted for Aadhaar-Based Authentication will not be rejected on this ground.</b></p>
12.	Request for change/ correction in any particulars in the Online Application Form (after the expiry of the period of the 'Window for Online Application Form Correction' as provided by the Commission), once submitted, will not be entertained under any circumstances.
13.	After the closing date for receipt of Online Application Form, the Commission will provide a period of 2 days to enable candidates to correct/ modify the Online Application Form parameters, wherein candidates will be allowed to resubmit Online Application Form after making requisite corrections/ changes in the Online Application Form data as per their requirement. This facility can be availed by online payment of the stipulated correction charges as per details given in <b>Para 13</b> of the Notice of the Examination. The latest modified Online Application Form will be treated as the valid one, and the previous Online Application Form(s) submitted by such candidates for the Examination will be ignored.
14.	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the Online Application Form as correspondence may be made by the Staff Selection Commission / Delhi Police through e-mail/ SMS. Request to change Mobile No. and E-mail id shall not be entertained at a later stage. Though the efforts for sending information to the candidates are made by the Commission, the Commission is not bound to intimate candidates individually about various processes / steps / dates of recruitments through SMS/e-Mails/Posts etc. The website of the Commission is the primary source of information for the candidates and no candidate can claim any relief on the ground that he / she has not been intimated individually through e-mail/SMS, etc. about any process. Therefore, candidates are advised to regularly visit the website of the Commission/Regional Offices concerned for updates on recruitment process.

15.	Before submission of the corrected/final Online Application Form, as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/final Online Application Form OR expiry of the period of 'Window for Online Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form, like Post, Fax, Email, by hand, etc., shall not be entertained by the Commission and will be summarily rejected.
16.	Instances of people trying to impersonate candidates during the Examination have been observed. Since the photograph is captured live during the filling up of the Online Application Form, there should not be any change in the appearance of the candidate during the Examination vis-à-vis the photograph in the Online Application Form. <b>Examination venue staff have been authorized not to allow any suspicious candidates to take the Examination. The candidates are, therefore, advised in their own interest to ensure that their appearance on the day of the examination is as per the photograph in the Online Application Form.</b> In no case should the candidate capture the photographs of his/her pre-existing photograph. <b>All such Online Application Forms where the photographs of his/ her pre-existing photograph are captured will be rejected.</b>
17.	<p>Those candidates who have not authenticated themselves with Aadhaar have to report at the Examination Centre 02 hours before the scheduled time. In addition to the Admission Certificate, it is mandatory to carry to the Examination Hall at least two passport-size recent colour photographs, Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate, such as: -</p> <ul style="list-style-type: none"> <li>(i) Driving License,</li> <li>(ii) PAN Card</li> <li>(iii) Passport</li> <li>(iv) ID Card issued by University/ College/ School,</li> <li>(v) Employer ID Card (Govt/ PSU),</li> <li>(vi) Ex-Serviceman Discharge Book issued by the Ministry of Defence,</li> <li>(vii) Any other photo bearing ID Card issued by the Central/ State Government.</li> </ul> <p>If a 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) as proof of their date of birth. In case of a mismatch in the date of birth mentioned in the Admission Certificate based on the Online Application Data of the candidate and the photo ID/ Certificate brought in support of the date of birth, the candidate will not be allowed to appear in the Examination.</p>
18.	In case of a fake/ fabricated Application Form/ Registration by misusing any dignitary's name/ photo, such a candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under the Cyber/ IT Act.
19.	If a candidate scoring more than cut-off marks at any Paper/ stage of the Examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the Regional Office concerned of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the Examination, whichever is earlier.

20.	If a candidate is finally selected and does not receive any correspondence from the Delhi Police within a period of one year after the declaration of the final result, he/ she must communicate immediately thereafter with the Delhi Police.
21.	Fee payable: ₹100/- (Rupees One Hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Ex-servicemen (ESM) eligible for reservation are exempted from payment of the fee.
22.	Candidates should note that they are applying for a Police Force and should participate in the recruitment process with due physical/ mental preparation and will be fully responsible for any incident/ accident occurring during any stage of recruitment. The Staff Selection Commission/ the Delhi Police will not be held responsible for any unforeseen incident/ accident. Candidates will participate in recruitment at their own risk.
23.	If any candidate deliberately makes a head injury (bulge/ swelling) or keeps tamarind on his/ her head to take advantage of height, such a candidate will be debarred from further process of the recruitment.
24.	Any candidate found under the influence of any energetic medicine during the PE&MT will be debarred from further process of the recruitment.
25.	Appellate Authority for Physical Measurement Test will be available at each Centre. If any candidate is not satisfied/does not agree with the decision of the Board, he/ she may appeal to the Appellate Authority through the Presiding Officer only at the Recruitment Centre concerned on the same day. The decision of the Appellate Authority will be final, and no further appeal or representation in this regard will be entertained thereafter. There is no appeal against the Physical Endurance Test.
26.	The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the Examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV Footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the Examination are liable to strict action, including cancellation of candidature and debarment from future Examinations, as per the policy of the Commission.
27.	<p><b><u>Enquiry Cell</u></b></p> <p>For any queries, candidates may contact the Delhi Police Recruitment Cell Help Desk at Recruitment Cell, New Police Lines, Kingsway Camp, Delhi-110009 at Telephone Numbers between 09.30 AM to 06.00 PM every day except on Sunday and National holidays: - 011-27412715, 011-27241205, 011-27241206.</p>

Under Secretary  
Staff Selection Commission (Headquarters)  
29.09.2025

**(Procedure for filling Online Application Form)**

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 'One-time Registration Form' and 'Online Application Form'.
2. The candidates are advised to opt for Aadhaar-Based Authentication, in terms of the Aadhaar Policy as published on the website of the Commission, while completing their OTR process. The Online Application Form of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards. Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the Examination Venue at the time of the Computer Based Examination.
3. Aadhaar-based authentication has been implemented for current Examination. All candidates have the option to authenticate themselves using Aadhaar Number at the time of One Time Registration (OTR), while filling up the Online Application Form for examination. Candidates who do not want to authenticate themselves through Aadhaar Based system are required to upload the prescribed documents for completing their One Time Registration (OTR).
4. 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 (10<sup>th</sup>) Examination.
  - e. Disability Certificate Number, if you are a Person with Disability.
5. For One-Time Registration, click on the 'Register Now' link provided in the 'Login or Register' Section provided on the new website of the Commission, i.e., <https://ssc.gov.in>.
6. One-Time Registration process requires filling up of following information:
  - a. Personal Details

- b. Password Creation
- c. Additional Details.
- d. Declaration.

**7. 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, it will not be accepted and an indication will be given in red text.
- b. S. No. 1: Provide information about the Aadhaar Number. If you don’t have an Aadhaar Number, you are required to upload the following documents: -
  - i. For Proof of Name viz. Voter ID Card, PAN Card, Driving License, Govt. Identity Card, Govt. Service Identity Card, Pension document
  - ii. For Proof of Date of Birth viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer,
  - iii. For Proof of Address viz. Voter Identity Card, Driving License, Bank Statement with attested photograph of the applicant, Rent Agreement, Income Tax Assessment Order.
  - iv. Photograph.
  - v. For Proof of Gender viz. Voter ID Card, Birth Certificate, School Leaving Certificate.
- c. S. No. 2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- d. S. No. 3: In case, you have made any changes in your name after matriculation, indicate the same at S No-3a and 3b.
- e. S. No. 4: Indicate Your Gender (Male/ Female).
- f. S. No. 5: Fill your date of birth exactly as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S. No. 6: Fill your father’s name exactly as given in Matriculation (10<sup>th</sup> Class) Certificate.
- h. S. No. 7: Fill your mother’s name exactly as given in Matriculation (10<sup>th</sup> Class) Certificate.
- i. S. No. 8 to 10: Matriculation (10<sup>th</sup> Class) Examination Details which include:
  - i. Name of Education Board
  - ii. Roll Number
  - iii. Year of passing
- j. S. No. 11: Level of Educational Qualification (highest).
- k. S. No. 12: Your Mobile Number. This must be a functional mobile number as it will be verified through ‘One Time Password’ (OTP). It may be noted that any information which the Staff Selection Commission / Delhi Police 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.

- l. S. No.13: 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 Staff Selection Commission / Delhi Police 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.
- m. When the Basic Details provided at S. No. 1 to 13 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved 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.

### **Password Creation**

- p. Change your password, when prompted on first login.
- q. After successful password change, you need to login again using your Registration Number and changed password.
- r. 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.

### **Additional details**

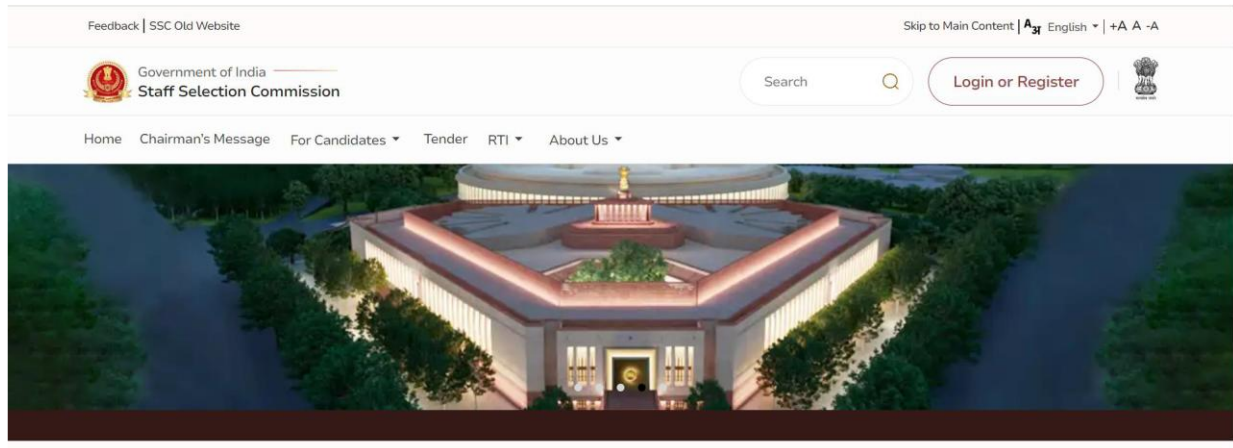
- s. S. No.1: Provide information about your Category.
- t. S. No. 2: Provide information about your Nationality
- u. S. No. 3: Provide Contact Details if other than Indian National.
- v. S. No. 4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of Examination.
- w. S. No. 5: Provide information about disability, if any. If you are suffering from any specific benchmark disability identified as suitable for government jobs, then provide Disability Certification Number.
- x. S. No. 6 to 7: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
- y. Save the information provided. Take draft printout and review the information provided thoroughly before 'Final Submit'.

- z. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
  - aa. 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.
  - bb. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
8. You cannot edit/ modify your One-time Registration data; you must be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of our candidature.
9. You are again cautioned that name, father's name, mother's name, date of birth, matriculation examination details should be filled exactly as recorded in matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.



## Screenshots of One-Time Registration Form

### Annexure-IA (1/8)



Candidate

Admin

Username (Registration Number) \*

Registration Number

Password (SSC Registration Password) \*

.....

Forgot Password

B8gBq

Refresh

Captcha \*


Captcha


Login

New User ? Register Now

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Staff Selection Commission


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New Candidate


## One Time Registration




**Personal Details**  
Candidate's Name,  
Identification, Contact



**Password Creation**  
Create New Password




**Additional Details**  
Candidate's  
Nationality, Address,  
Education



**Declaration**  
Candidate's Details,  
Confirmation

**Note**  
Candidates must be very cautious while filling up One Time Registration (OTR) details. Your candidature may get cancelled in case incorrect or wrong information is furnished.

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One Time Registration

Personal Details

1. Do you have a Aadhaar Card ?  
☒ Yes ☐ No  
1.1. Enter Your Aadhaar Details (UID / VID)  
e.g. 920262027202  
Aadhaar Number should be same as mentioned in Aadhaar Card.  
a. Verify Aadhaar Details (UID / VID)  
e.g. 920262027202  
☐ I consent to the use of my Aadhaar data for authentication purposes by SSC. I understand that the authentication will be done using my Aadhaar number or biometric data and that my information will be processed and stored securely. I acknowledge that I have read and understood the Privacy Policy and Terms of Service of SSC.  
Send OTP  
2. Candidate Name (As per Matriculation Certificate)  
1. Candidate Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof).  
a. Verify Candidate Name (As per Matriculation Certificate)  
3. Have you ever changed Name ?  
☐ Yes ☒ No  
a. New Name / Changed Name  
b. Verify New Name/Changed Name  
4. Gender  
Select  
a. Verify Gender  
Select  
5. Date Of Birth (DD-MM-YYYY)  
dd-mm-yyyy  
Date of Birth should be same as mentioned in Matriculation Certificate.  
a. Verify Date of Birth (DD-MM-YYYY)  
dd-mm-yyyy  
6. Father's Name  
1. Father's Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie Mr/ Shri/ Late/ Dr/ Prof etc).  
a. Verify Father's Name  
7. Mother's Name  
1. Mother's Name should be same as mentioned in Matriculation Certificate.  
2. Please enter name without any salutation (ie Mrs/ Smt/ Late/ Dr/ Prof etc).  
a. Verify Mother's Name  
8. Matriculation (10th class) Education Board  
Select  
Education Board of Matriculation Examination.  
a. Verify Matriculation (10th class) Education Board  
Select  
9. Roll Number  
(1) Roll Number should be same as mentioned in Matriculation Certificate.  
(2) Only / and - are allowed . Please enter Roll number without any other special character(s).  
(3) If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."  
a. Verify Roll Number  
10. Year of Passing  
Select  
a. Verify Year of Passing  
Select  
11. Highest Level of Education Qualification  
Select  
a. Verify Highest Level of Education Qualification  
Select  
12. Candidate's Mobile Number  
OTP for verification will be sent to this mobile number  
13. Candidate's Email ID  
OTP for verification will be sent to this Email ID  
Note : At least one of mobile or email OTP validation is required to proceed further.  
Save & Next

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Candidate's name, identification, contact

Password Creation  
Create New Password

Additional Details  
Candidate's nationality, address, education

Declaration  
Candidate's details confirmation

One Time Registration

Personal Details

1. Do you have a Aadhaar Card ? \*

☐ Yes

☒ No

1.1. Documents \*

Please Upload Name Proof (Aadhaar card, Voter ID card, PAN card, Driving License, Government ID card, Government service identity card, Pension document.)

Choose File

No file chosen

Please Upload DOB Proof (Birth certificate, School leaving certificate, Certificate of date of birth issued by a Gazetted officer, Aadhar card)

Choose File

No file chosen

Please Upload Address Proof (Aadhaar card, Voter ID card, Driving License, A bank statement with an attested photograph of the applicant, Rent agreement, Income tax assessment order.)

Choose File

No file chosen

Please Upload Photo

Choose File

No file chosen

Please Upload Gender Proof (Aadhaar card, Voter ID card, Birth certificate, School leaving certificate.)

Choose File

No file chosen

2. Candidate Name (As per Matriculation Certificate) \*

1. Candidate Name should be same as mentioned in Matriculation Certificate.

2. Please enter name without any salutation (ie Mr/ Mrs/ Ms/ M/ Ms/ Dr/ Prof).

a. Verify Candidate Name (As per Matriculation Certificate) \*

3. Have you ever changed Name ? \*

☐ Yes

☒ No

a. New Name / Changed Name

b. Verify New Name/Changed Name

4. Gender \*

Select

a. Verify Gender \*

Select

5. Date Of Birth (DD-MM-YYYY) \*

dd-mm-yyyy

Date of Birth should be same as mentioned in Matriculation Certificate.

a. Verify Date of Birth (DD-MM-YYYY) \*

dd-mm-yyyy

6. Father's Name \*

1. Father's Name should be same as mentioned in Matriculation Certificate.

2. Please enter name without any salutation (ie Mr/ Mrs/ Late/ Dr/ Prof etc).

a. Verify Father's Name \*

7. Mother's Name \*

1. Mother's Name should be same as mentioned in Matriculation Certificate.

2. Please enter name without any salutation (ie Mr/ Mrs/ Late/ Dr/ Prof etc).

a. Verify Mother's Name \*

8. Matriculation (10th class) Education Board \*

Select

Education Board of Matriculation Examination.

a. Verify Matriculation (10th class) Education Board \*

Select

9. Roll Number \*

(1) Roll Number should be same as mentioned in Matriculation Certificate.

(2) Only / and - are allowed . Please enter Roll number without any other special character(s).

(3) If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

a. Verify Roll Number \*

10. Year of Passing \*

Select

a. Verify Year of Passing \*

Select

11. Highest Level of Education Qualification \*

Select

a. Verify Highest Level of Education Qualification \*

Select

12. Candidate's Mobile Number \*

OTP for verification will be sent to this mobile number

13. Candidate's Email ID \*

OTP for verification will be sent to this Email ID

Note : At least one of mobile or email OTP validation is required to proceed further.

Save & Next



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**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation

← [Homepage](#) > [One Time Registration](#)


Your Registration Number

10000000459

**Note**

1. Basic details are saved, Registration is partial and it should be completed within 30 days failing which your data would be automatically deleted.
2. Registration number and One Time Password is shared on your mobile number and email id. Use it to sign in to your account.
3. To complete registration process, click "continue" to set a new password.

Continue




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← Homepage > One Time Registration

Dear Candidate, This is Your First Login !  
**Please Set a New Password**

Registration Number \*

10000000459

Old Password \*

New Password \*

Please Enter a Valid Password.

**Note**

- Password must be minimum 8 characters
- Include one or more uppercase letters
- Include one or more lowercase letters
- Include one or more number
- Include one or more special character
- Password must not contain spaces or tabs
- Password must not exceed 25 characters
- Use only allowed special characters: @ # \$ % ^ & + = ! \* ? \_ -
- Password must not contain repeated characters (e.g., aaa, 1111)
- Password must not be all numbers
- Password must not be all alphabets

Confirm Password \*

**Security Questions**

**Note**

- Security Questions allow you to regain entry to your account if you have forgotten your password and no longer have access to the email or Mobile number associated with your account.

Security Question: 1 \*

Select

Answer \*

Security Question: 2 \*

Select

Answer \*

Reset Save & Next

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One Time Registration
Additional Details

1. Category \*  
EWS

a. Verify Category \*  
EWS

2. Nationality \*  
Citizen of India

3. Contact Details For Other Nationals

4. Visible Identification Marks \*  
MOLE ON NOSE

5. Are you Person With Benchmark Disability (PwBD)? \*  
☐ Yes ☒ No

a. Type of Disability

**Note**  
VH : Blindness and Low vision  
HH : Deaf and hard of hearing  
OH : Locomotor disability, Including cerebral palsy, leprosy cured, dwarfism, acid attack, victims, & muscular dystrophy  
Others : Autism, intellectual disability, specific learning disability & mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

b. Disability Certificate Number

6. Permanent Address \*

a. Address \*

b. State/UT \*  
Select

c. District \*  
Select

d. Pin Code \*

7. Is Present Address same as Permanent Address? \*  
☐ Yes ☒ No

a. Address \*

b. State/UT \*  
Select

c. District \*  
Select

d. Pin Code \*

Save & Next

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**Personal Details**  
Candidate's name, identification, contact

**Password Creation**  
Create New Password

**Additional Details**  
Candidate's nationality, address, education

**Declaration**  
Candidate's details confirmation


**One Time Registration Declaration**

1. I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief.

2. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/terminated.

☐ I Agree for the above Terms & Conditions

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**Part-II (Online Application Form)**

1. Before proceeding with filling up Online Application Form, keep the following data ready:
  - a. The Online Application Module has been designed to capture a photograph of the candidate filling up the Online Application Form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full-frontal view. The specimens of acceptable/not acceptable photographs are given in **Annexure-L(4/4)**. In case the photograph captured is not as per acceptable specimen, the candidates are advised to recapture the photograph. Online Application Forms with photographs not in accordance with the acceptable specimen are liable to be rejected. The appearance of a candidate in the Examination should be as per the photograph in the Online Application Form. Candidates are advised to follow the following instructions while capturing live photographs: -
    - i. *Find a place with good light and a plain background.*
    - ii. *Ensure the Camera is at eye level before taking the photo.*
    - iii. *Position yourself directly in front of the camera and look straight ahead.*
    - iv. *Ensure that your face is fully inside the prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully, and no part of the face should be outside the area delineated by the camera.*
    - v. *Candidates shouldn't wear a cap, mask or glasses/ spectacles while capturing the photo.*

Candidates who are unable to capture their photo through a camera, are advised to use the QR code provided at S. No. 1 of Upload Documents for downloading the app for Android Mobile Phones from the Google Play Store to capture their photos through mobile devices. The photo should be without a cap, without spectacles and a frontal view of the face should be visible. Online Application Forms with photographs not in accordance with the acceptable specimen [**Annexure-L (4/4)**] are liable to be rejected. Specimens of Photographs acceptable/ not acceptable are given in **Annexure-L (4/4)**.

- b. The scanned signature should be in JPEG/ JPG format (10 to 20 KB). The image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with blurred signatures will be rejected summarily.

**However, the Online Application Form of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards.**

2. Login to online system through your '**Registration Number**' and password.
3. Click 'Apply' link in 'Head Constable (Ministerial) in Delhi Police Examination-2025' Section under 'Live Examination' Tab.
4. Information in Columns from S. No. 1 to 18 will be filled in automatically from your One-

time Registration Data which is non-editable.

5. S. No.19: Indicate your highest Educational Qualifications.
6. S. No. 20 to 20.7: Provide details of Essential Qualifications (*i.e.*, 12<sup>th</sup>, equivalent to 12<sup>th</sup>, A matriculate Ex-Serviceman with a Special Certificate of Education or a corresponding certificate and not less than 15 years of service in the Armed Forces.). The following details be filled: -
  - 20: Details of Qualifying Educational Qualification
  - 20.1: EQ Status
  - 20.2: Passing Year
  - 20.3: State/UT of Board
  - 20.4: Name of Board
  - 20.5: Roll No.
  - 20.6: Percentage
  - 20.7: CGPA
7. S. No. 21: Select 'Yes' if you belong to a caste under OBC category shall be in accordance with castes notified in the Central List. This relaxation will also be admissible for candidates who are issued OBC certificate by the Govt. of NCT of Delhi {Refer to **Para 8.2** of the Notice}.
8. S. No. 22 to 22.4: If you are serving in the Armed Forces or are an Ex-Serviceman, fill up the required information from Point No. 22 to 22.4. Wards of servicemen/Ex-Servicemen are not treated as Ex-Servicemen. There is no special quota for Ex-Servicemen (Refer to **Para 7** of the Notice).
9. S. No. 23: Select 'Yes' if you are a 'Departmental Candidate' of Delhi Police (Refer to **Para 5 (Note-7)** of the Notice).
10. S. No. 24: Select 'Yes' if you are a widow/divorced/judicially separated woman.
11. S. No. 25: Select 'Yes' if you are son/daughter of the serving, deceased, retired Delhi Police personnel/ Multi-Tasking Staff of Delhi Police (Refer to **Para 6** of the Notice).
12. S. No. 26: Select 'Yes' if you have represented your State at the National Level or the country at the international level in sports during the preceding three years from the closing date of receipt of Online Application Form [Refer to **Para 5.1 (Note-6)** of the Notice].
13. S. No. 26.1: If 'Yes', select the discipline of your sport (Refer to **Annexure-A** of the Notice).
14. S. No. 27 to 27.1: If you are seeking age relaxation, select the appropriate age-relaxation category at S. No. 27.1 (Refer to **Para '5.1'** of the Notice).
15. S. No 28: Indicate medium of Typing Test (English/Hindi) {Refer to **Para 9(ii)** of the Notice}.
16. S. No. 29: Give your preference for Examination Centers. You may choose three Examination Centers (anywhere in the country) for appearing in the Computer Based Examination, in order of priority. Please refer to **Para 14.1** of the Notice of Examination for more information.


17. S. No. 30 to 30.1: Do you possess NCC certificate ? If 'Yes', provide the details of NCC Certificate (Refer to **Para 10.1** of the Notice).
18. S. No. 31 to 31.1: Do you possess degree or post graduate diploma certificate awarded by the Rashtriya Raksha University (RRU)? If 'Yes', provide the details of degree/certificate (Refer to **Para 10.2** of the Notice).



**Upload Photograph & Signature (Instructions to candidates for uploading signatures are given in Annexure-L):**

19. Upload your live Photograph without spectacles/cap as specified below:
- Find a place with good light & plain background.
  - Ensure the camera is at your eye level before capturing the photo.
  - Position yourself directly in front of the camera and look straight.
  - Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
  - Candidate must not wear a cap, mask or glasses/spectacles while capturing the photo.
  - In no case should the candidate capture the photographs of his/her pre-existing photographs. All such Online Application Forms where the photographs of his/her pre-existing photographs are captured will be rejected. However, the Online Application Form of candidates submitted through the Aadhaar-Based Authentication process will not be rejected on such grounds.
  - Do not wear earphones or any device while capturing Photos.
20. Upload your signature as specified below: -
- Allowed image size: 10KB to 20KB in JPEG/ JPG Format.
  - Image Dimension: About 6.0 cm (width) X 2.0 cm (height).
  - Online Application Form with Blurred/ Miniature signatures will be rejected. However, the Online Application Form of candidates submitted through the Aadhaar-Based Authentication process will not be rejected on such grounds.
  - Signature should be horizontally aligned.
  - Samples of acceptable and rejected signatures are provided in Annexure-V (2/4).
21. Go through the declaration carefully and click on the "I agree" check box if you accept the same. Fill up the Captcha code.
22. Preview and verify the information provided by you. If you want to modify any entry, click on the 'Edit/ Modify' button and make the requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Online Application Form. You will not be able to make any correction(s) to the Online Application Form after the final submission of the Online Application Form.
23. Proceed to make the fee payment if you are not exempted from payment of the fee.
24. Fee can be paid through online mode only, such as BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, or RuPay Debit cards. Refer to **Para 12** of the Notice of Examination for further information on the payment of the fee.

25. When the Online Application Form is successfully submitted, it will be accepted 'Provisionally' and the status of the Online Application Form will be indicated as 'Application Received (Contents Not Verified)'. Candidate should take a printout of the Online Application Form for their own records.

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 **Government of India**  
**Staff Selection Commission**

Online Application Form


**Head Constable (Ministerial) in Delhi Police Examination, 2025**

Instructions to follow

- Read the [Notice of Examination](#) carefully.
- Please be careful and provide correct details in the Online Application Form.
- For applying, the candidate is not required to have a pre-existing photograph of himself/ herself. The Online Application Module has been designed to capture a photograph of the candidate filling up the Online Application Form. For this purpose, the candidate has to stand/ sit before the camera when prompted by the application module and follow the instructions.
- The photograph can be captured using a webcam or smartphone.
- The candidate should also have a scanned copy of his/ her signature in JPEG/ JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Online Application Form with blurred/ miniature signature will be rejected.
- Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, Master Card, Maestro, or RuPay, Debit Card.

- कृपया परीक्षा-विज्ञप्ति को ध्यानपूर्वक पढ़ें।
- कृपया सावधानी बरतें और आवेदन में सही जानकारी दें।
- आवेदन करने हेतु, अभ्यर्थी को उसके पहले से खींचे गए फ़ोटो की आवश्यकता नहीं है। आवेदन मॉड्यूल को आवेदनपत्र भरने वाले अभ्यर्थी का फ़ोटो लेने के लिए डिज़ाइन किया गया है। इस प्रयोजनार्थ अभ्यर्थी को मॉड्यूल द्वारा संकेत दिए जाने पर कैमरे के सामने खड़े होना/ बैठना होगा और निर्देशों का पालन करना होगा।
- फ़ोटो वेबकैम अथवा स्मार्टफोन का प्रयोग कर खींचा जा सकता है।
- अभ्यर्थी को जेपीईजी/ जेपीजी प्रारूप (10 से 20 केबी) में अपने हस्ताक्षर की स्कैन की हुई प्रति भी रखनी चाहिए। हस्ताक्षर की छवि का आयाम लगभग 6.0 सेमी (चौड़ाई) X 2.0 सेमी (ऊँचाई) होना चाहिए। धुंधले/लघु हस्ताक्षर वाले आवेदन स्वीकार नहीं किए जाएंगे।
- शुल्क का भुगतान ऑनलाइन भुगतान मोड के ज़रिए, यथा भीम यूपीआई, नेट बैंकिंग अथवा वीजा, मास्टरकार्ड, मेस्ट्रो अथवा रूपे, डेबिट कार्ड का प्रयोग करके ही किया जा सकता है।

Fill Form >

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2

Additional Information

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Upload Documents

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Preview Form

5

Submit Form

←

Candidate Dashboard

>

Post Details

Personal Details

Note: Information in columns at S No-1 to 18 will be filled automatically from your One-time Registration Data which is non-editable. However, if you want to modify any of the One-time Registration details, click on 'Edit Registration Details' button provided at the righthand top corner of 'Candidate Dashboard' and make suitable corrections before proceeding further.

1. Candidate's Name: (As per the Matriculation Certificate)

2. New / Changed Name:

3. Father's Name:

4. Mother's Name:

5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):

6. Age as on 01/01/2025:

7. Gender:

8. Category:

9. Whether a Person with Benchmark Disability (PwBD)?

undefined

9.1. If Yes, Type of Disability:

10. Nationality:

11. Visible Mark of Identification:

12. Matriculation (10<sup>th</sup> Class) Examination Board:

13. Matriculation (10<sup>th</sup> Class) Year of Passing

14. Matriculation (10<sup>th</sup> Class) Roll No.:

15.1. Permanent Address:

15.2. State:

15.3. District:

15.4. PIN Code:

16.1. Correspondence Address:

16.2. State:

16.3. District:


16.4. PIN Code:

17. Email:



18. Mobile Number:

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Candidate Dashboard > Education Detail

Education Details

19. Highest Educational Qualification: \*

Select

Essential Qualification

20. Details of Qualifying Educational Qualification: \*

Select

Please refer to Para 7 (Explanation of ESM) and Para 9 of the Notice of Examination

20.1. EQ Status: \*

Select

20.2. Passing Year: \*

Select

20.3. State/ UT of Board: \*

Select

20.4. Name of Board: \*

Select

20.5. Roll Number: \*

Enter roll no here...

20.6. Percentage:


Enter percentage here...

20.7. CGPA:

Enter CGPA here...

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← Candidate Dashboard > Additional Information-I

### Additional Information-I

21. Do you possess OBC Category certificate notified in the Central list or by the Govt. of NCT of Delhi? \*

Please refer to the Notice of Examination, Para No. 8.2

☒ Yes ☐ No

22. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? \*

☒ Yes ☐ No

22.1. Date of Joining the Armed Forces (DD/MM/YYYY): \*

mm/dd/yyyy

22.2. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY): \*

mm/dd/yyyy

22.3. Length of service in the Armed Forces:

22.4. Have you already joined a civil post by availing benefit of reservation for Ex-Servicemen (ESM)?

Please refer to the Notice of Examination, Para No. 7 (Note 1)

☐ Yes ☐ No

23. Are you a Departmental Candidate of Delhi Police? \*

Please refer to the Notice of Examination, Para No. 5 (Note 7)

☐ Yes ☒ No

Verify whether you are a Departmental Candidate of Delhi Police:

☐ Yes ☒ No

24. Whether a widow/ divorced/ judicially separated woman? \*

☐ Yes ☐ No

25. Whether son/ daughter of serving, retired or deceased personnel/ Multi Tasking Staff of Delhi Police? \*

☒ Yes ☐ No

26. Have you represented a State at the National level or the country at the international level in sports during the preceding 3 years from the closing date of receipt of the Online Application Form? \*

☒ Yes ☐ No

26.1. Please select the discipline of your sport: \*

Select

27. Whether seeking Age Relaxation? \*

☒ Yes ☐ No

Note: In case no age relaxation is applicable, please select 'No'.

27.1. If Yes, Age Relaxation Code: \*

Select

Please refer to the Notice of Examination, Para No. 5.1

28. Medium of Typing Test: \*

Select

Verify Medium of Typing Test: \*

Select

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[← Candidate Dashboard](#) > [Additional Information-II](#)

### Additional Information-II

29. Preference of Examination Centres: \*

Please refer to the Notice of Examination, Para No. 14.1

Preference 1:

Select

Preference 2:

Select

Preference 3:

Select

30. Are you a National Cadet Corps (NCC) Certificate holder? \*

Please refer to the Notice of Examination, Para No. 10.1

☒ Yes ☐ No

Verify whether you are a NCC Certificate holder:

☒ Yes ☐ No

30.1. Type of the NCC Certificate \*

Select

Confirm Type of NCC Certificate:

Select

31. Do you possess Degree/ Post Graduate Diploma awarded by the Rashtriya Raksha University (RRU)? \*

Please refer to the Notice of Examination, Para No. 10.2

☒ Yes ☐ No

31.1. Indicate the name of the class obtained in Degree/ Post Graduate Diploma: \*

Select

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## 1 Candidate Information

Personal Details

Education Details

## 2 Additional Information

Additional Information-I

Additional Information-II

## 3 Upload Documents

## 4 Preview Form

## 5 Submit Form

[← Candidate Dashboard](#) > [Upload Photograph & Signature](#)

## Upload Photograph &amp; Signature

To download the app from the play store, scan the below QR code



## 2. Capture Your Photograph

## Instructions:

- Find a place with good light and plain background.
- Ensure the camera is at your eye level before capturing the photo.
- Position yourself directly in front of camera and **look straight**.
- Ensure that your **face is fully inside the red rectangular area** delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
- Candidates **shouldn't wear a cap, mask or glasses / spectacles** while capturing the photo.
- In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.
- Do not wear earphones or any device while capturing photo.**

Capture Live Photo

## 3. Upload Your Signature \*

## Instructions:

- Please read the advisory to Candidates with respect to photo and signature and common causes of rejection. [Click here to read](#)
- Allowed image size: 10 KB to 20 KB in JPEG / JPG format.
- Image dimensions: about 6.0 cm (width) X 2.0 cm (height) at a resolution of 300 DPI.
- Application with blurred / miniature signature will be rejected.
- Signature should be horizontally aligned.

Upload Signature

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**LIST OF GAMES/ SPORTS**

1. Archery
2. Athletics
3. Badminton
4. Basketball
5. Boxing
6. Cricket
7. Cycling
8. Equestrian
9. Football
10. Gymnastics
11. Hockey
12. Judo
13. Kabaddi (circle Kabaddi/beach kabaddi)
14. Karate
15. Kho-Kho
16. Swimming
17. Shooting
18. Table Tennis
19. Tennis
20. Triathlon
21. Volleyball
22. Wrestling
23. Weightlifting

**FORM 1**

(For representing India in an International Competition  
in one of the recognized Games/Sports)

**NATIONAL FEDERATION/NATIONAL ASSOCIATION  
OF \_\_\_\_\_**

(AFFILIATED WITH INDIAN OLYMPIC ASSOCIATION)

Passport photograph  
signed by \_\_\_\_\_  
size duly issued by  
authority.

**Certificate to meritorious sportsman for employment to  
Group 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ Date \_\_\_\_\_ of birth \_\_\_\_\_ resident of  
\_\_\_\_\_ (complete address)  
represented the Country in the game/championship \_\_\_\_\_ of  
\_\_\_\_\_ in \_\_\_\_\_  
Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament  
was \_\_\_\_\_.

The Certificate has been issued on the basis of record available in the Office of National  
Federation/National Association of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/National Association  
\_\_\_\_\_

Address \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by the Secretary, National  
Federation/National Association.

**FORM 2**

(For representing a State in India in a National Competition  
in one of the recognized Games/Sports)

**STATE ASSOCIATION OF \_\_\_\_\_ IN THE  
GAME OF \_\_\_\_\_**

(AFFILIATED WITH STATE OLYMPIC ASSOCIATION)

Passport size  
photograph duly  
signed by issuing  
authority.

**Certificate to meritorious sportsman for employment to  
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ Date \_\_\_\_\_ of birth \_\_\_\_\_ resident of  
\_\_\_\_\_ (complete address)  
represented the State of \_\_\_\_\_ in the game/ championship of  
\_\_\_\_\_ in \_\_\_\_\_ Competition/Tournament held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/ Tournament  
was \_\_\_\_\_.

The Certificate has been issued on the basis of record available in the Office of State Association  
of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State Association/federation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by the Secretary of the State  
Association.

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education.

**(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town/\* \_\_\_\_\_ in \_\_\_\_\_ District/Division \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950\* The Constitution (Scheduled Tribes) order, 1950\*  
The Constitution (Scheduled Castes) Union Territories order, 1951\* The Constitution (Scheduled Tribes) Union Territories Order, 1951\*

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Re-organisation Act, 1960 the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act 1970 and the North-Eastern Area(Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order, (Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956@

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959@ as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976@

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962@ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@

The Constitution (Puducherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@27

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 991@

The Constitution (ST) orders (Amendment) Ordinance 1996.

The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002

The Constitution (Scheduled Caste) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste) Order (Amendment) Act,2007

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

2. This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari and /or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_  
 \*\* Designation \_\_\_\_\_  
 (with seal of office)

Place \_\_\_\_\_  
 Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

#### NOTE

: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\*

List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii)Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii)Revenue Officers not below the rank of Tehsildar.

(iv)Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_ Son / Daughter of  
Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ State belongs to the \_\_\_\_\_ Community which is recognized as  
a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (i) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (ii) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (iii) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his  
family ordinarily reside(s) in the \_\_\_\_\_ District / Division of  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,  
Department \_\_\_\_\_ of  
Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No.  
36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: \_\_\_\_\_

District Magistrate/Deputy Commissioner /Competent Authority  
Seal

**NOTE:**



- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATES**

**DECLARATION**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ (Indicate your sub caste) community which is recognized as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained in Department of  
Personnel & Training OM No. 36012/22/93- Estt.(SCT), dated 08.09.1993. It is also declared that I do  
not belong to persons/section(s) (Creamy Layer) mentioned in column 3 of the Schedule to the above  
referred OM dated 08.09.1993 and subsequent through O.M. No. 36033/3/2004-Estt.(Res.), dated  
09.03.2004,

Place:

Signature of the candidate

Date:

Name of the candidate

Government of.....

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size  
attested photograph of  
the applicant

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose 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.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**CERTIFICATE SHOWING THE CANDIDATE AS WARD OF SERVING/ RETIRED/  
DECEASED POLICE PERSONNEL.**

It is certified that Shri \_\_\_\_\_ (name of the Police Personnel) Rank \_\_\_\_\_ Range/Constabulary No./PIS No. \_\_\_\_\_ is serving/retired/deceased since/on \_\_\_\_\_ in/from \_\_\_\_\_ Distts./Units. His son/un-married daughter \_\_\_\_\_ (name) want to appear in the test for recruitment of Head Constable (Ministerial) in Delhi Police provisionally.

Signature of DCP/ADDL.DCP/ACP/HQ \_\_\_\_\_  
of concerned District/Units.  
(Name & Designation of the Officer with seal)

Dated \_\_\_\_\_

**FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND  
TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT.**

Certified that Shri/ Smt./ Kumari \_\_\_\_\_ S/o, D/o, W/o Shri \_\_\_\_\_ is  
permanent resident of village \_\_\_\_\_, Tehsil/ Taluka \_\_\_\_\_  
District \_\_\_\_\_ of \_\_\_\_\_ State.

2. It is further certified that:

- \* He/ she falls in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States/ UTs of Assam, Himachal Pradesh, Jammu & Kashmir and Ladakh.
- \* He/ she hails from the North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura and candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following “Mouzas” Sub-Division of these districts:  
  
(1) Lohagarh Tea Garden, (2) Lohagarh Forest, (3) Rangmohan, (4) Barachenga, (5) Panighata, (6) Chota Adalpur, (7) Paharu, (8) Sukna Forest, (9) Sukna Part-I, (10) Pantapati Forest-I, (11) Mahanadi Forest, (12) Champasari Forest, (13) Salbari Chhat Part-II, (14) Sitong Forest, (15) Sivoke Hill Forest, (16) Sivoke Forest, (17) Chhota Chenga, (18) Nipania.
- \* He/ she belong to Scheduled Tribe.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

\* Delete whichever is not applicable

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me (No.)  
\_\_\_\_\_ (Rank) \_\_\_\_\_ (Name)  
\_\_\_\_\_ is due to complete the specified term of his engagement with the  
Armed Forces on the (Date) \_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal:

Place:

Date:

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I ....., bearing Roll No.....,  
appearing for the Document Verification of the .....  
Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....  
Name: .....  
Roll Number: .....  
Date: .....  
Date of appointment in Armed Forces: .....  
Date of Discharge: .....  
Last Unit/ Corps: .....  
Mobile Number: .....  
Email ID: .....

**CERTIFICATE SHOWING THE CANDIDATE AS DEPARTMENTAL CANDIDATE**

It is certified that Shri/Smt. \_\_\_\_\_ (Name of Delhi Police Personnel), Rank, \_\_\_\_\_ Range/Constabulary/Belt No. \_\_\_\_\_ and PIS No. \_\_\_\_\_ was enlisted in Delhi Police on \_\_\_\_\_ and has completed three years of continuous service in the present rank/department. He/She is presently posted in \_\_\_\_\_ District/Units of Delhi Police and wish to appear in the test for recruitment of Head Constable (Ministerial)- Male/Female in Delhi Police provisionally. It is also clarified that he/she has completed the period of probation satisfactorily on \_\_\_\_\_ and during his/her service, he/she has been awarded \_\_\_\_\_ No. of Major and \_\_\_\_\_ No. of Minor punishments. At present no DE/PE/Criminal case is pending against him/her as per record (if yes mention the present status thereon).

Signature of DCP/Addl. DCP/ACP/HQ  
of concerned District/Units.

(Name & Designation of the Officer with seal)

Dated \_\_\_\_\_.

Note:- A 'departmental candidate' means a person who have rendered a minimum three years regular and continuous service in Delhi Police **on the closing date of receipt of Online Application Form** and who otherwise fulfils all educational and other physical qualifications.



**Instructions to Candidates for uploading of signatures**

- 1) The major reasons for rejection of signatures are “miniature” signatures. Candidates are advised to cut the box and then sign within the box such that signature occupies at least 80% of the box.

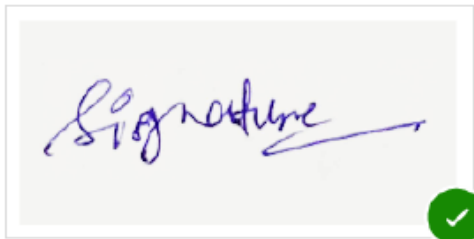


Cut the box & Sign within the box

- 2) Samples of acceptable and rejected signatures are provided on the next page(Pg No 2). Candidates are advised to review these examples to understand which signatures will be accepted by the Commission and which ones may be rejected.

# Signature

## 1. Good For Approval



## 2. Rejected



3) The major reasons for rejection photographs are :

- (i) Photo without plain background.
- (ii) Candidates wearing caps
- (iii) Candidates taking photos without shirts.
- (iv) Photo not sufficiently bright.
- (v) Photo is blurred

Candidates are advised to follow the instructions while capturing the photo that is displayed on the Website especially ensure plain background and photo is captured in well-lit area.

4) Samples of acceptable and rejected photographs are provided on the next page (**Page No 4**). Candidates are advised to review these examples to understand which photographs will be accepted by the Commission and which ones may be rejected.

## Photograph

### 1. Good For Approval



### 2. Rejected



**Essential Educational Qualification Code**

<b>Educational Qualification</b>	<b>Code</b>
Matriculation/ 10 <sup>th</sup> Class Pass	01
Intermediate/ Higher Secondary/ 10+2	02
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

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