

## **SIMPLIFIED STEP-BY-STEP GUIDE ON HOW TO REGISTER & APPLY FOR THE EXAMINATIONS ONLINE**

In order to simplify the process of filling of application for various examinations in SSC, and to make it more convenient for candidates, the Commission has formulated simplified format on the online application procedure for the convenience of candidates. It has two steps:

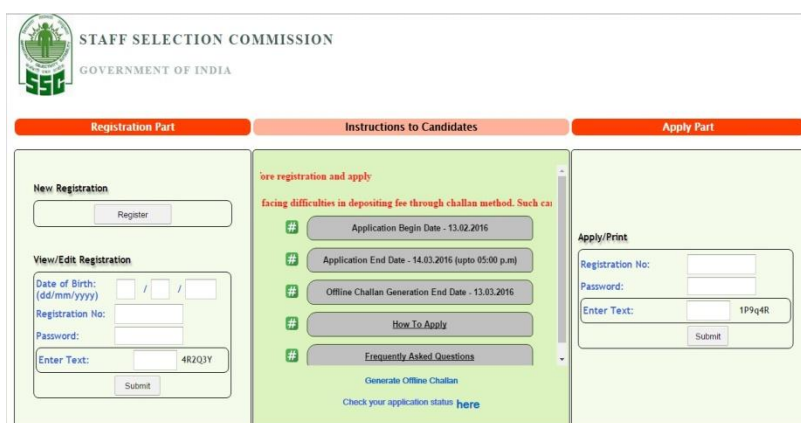
### **Step-1: One-time Registration:**

**One-time Registration** will be a permanent database for candidate. The unique Registration ID and Password can be used by the candidate for all the examinations conducted by SSC. This facility would be available to the candidates to register themselves with SSC, 24X7, throughout the year.

- **How to register for the first time:**

-In the Home page of [ssc.nic.in](http://ssc.nic.in) click on **Apply** tab then select **Apply Link-1** OR you can directly go to site [ssconline.nic.in](http://ssconline.nic.in)

-You will get following window:



The screenshot displays the SSC online registration and application interface. At the top, the logo of the Staff Selection Commission (SSC) and the text 'STAFF SELECTION COMMISSION GOVERNMENT OF INDIA' are visible. Below this, there are three main sections: 'Registration Part', 'Instructions to Candidates', and 'Apply Part'. The 'Registration Part' section includes a 'New Registration' button, a 'View/Edit Registration' form with fields for Date of Birth, Registration No., Password, and a CAPTCHA, and a 'Submit' button. The 'Instructions to Candidates' section contains a 'How To Apply' button, a 'Frequently Asked Questions' link, and a 'Check your application status here' link. The 'Apply Part' section includes an 'Apply/Print' button and a form for entering the Registration No., Password, and a CAPTCHA, with a 'Submit' button.

- On clicking 'Registration' button the following screen would appear.

New Registration			
Required Details:			
Name: *	<input type="text"/>	Name as recorded in the Matriculation/Secondary Examination Certificate. Do not use Mr./Ms./Mrs./Shri etc.	
Father's Name: *	<input type="text"/>	Father Name as recorded in the Matriculation/Secondary Examination Certificate. Do not use Mr./Shri etc.	
Date of Birth: *	dd ▾ mm ▾ yyyy ▾	[Date of Birth as recorded in the Matriculation/Secondary Examination Certificate]	
Gender: *	<input type="radio"/> Male <input type="radio"/> Female		
Enter Text:		<input type="text"/>	6K7z6K
Enter		Close	

- Fill up the specific inputs i.e., (1) candidate's name (2) father's name (3) candidate's date of birth (4) candidate's gender and the Text.
- Select **Enter** to proceed further OR click on the **Close** button, to abort the registration process.
- Enter **'Personal Details'**, **'Basic Details'** and **'Contact Details'** as **appeared:**

Staff Selection Commission - Registration for Examination			
Personal Details Form:			
Name: *	<input type="text"/>		* Required Fields
Father's Name: *	<input type="text"/>		
Mother's Name: *	<input type="text"/>	Please do not use any prefix such as Smt./Mrs. etc.	
Date of Birth(dd/mm/yyyy) (as per SSLC/SSC/Matriculation certificate) *	01 ▾ 01 ▾ 1990 ▾		
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female		

Basic Details Form:			
Aadhar Card Number:	<input type="text"/>		
Category: *	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> OBC <input type="radio"/> General		
Whether you belong to Religious Minority Community ? :	<input type="radio"/> Yes <input type="radio"/> No		
Nationality: *	<input type="text"/>		
If Person with Disability	<input type="radio"/> Yes <input type="radio"/> No		
Type of Disability	<input type="text"/>	Percentage of disability	<input type="text"/>
Certificate No :	<input type="text"/>	Certificate Issue Date (dd/MM/yyyy):	<input type="text"/>

Contact Details Form:			
Permanent Address: *	<input type="text"/>	Use CAPITAL LETTERS only and keep space between each word. Do not use commas and special characters	
State: *	<input type="text"/>		
Pincode: *	<input type="text"/>		
STD Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Mobile Number: (+91) *	<input type="text"/>		
Email ID: *	<input type="text"/>	Confirm Email ID: *	<input type="text"/>
<input type="text" value="Enter Text:"/> <input type="text" value="9q2Q2Q"/>			
<input type="button" value="Submit"/>		<input type="button" value="Close"/>	

**Warning:** Candidates should fill all the input boxes carefully. Once the candidate has filled all the relevant fields which he/she are required to fill in the above three boxes correctly, he/she can click on 'submit' button. On clicking the '**submit**' button, the data/ details entered so far will be saved in Commission's server. If the candidate clicks '**close** button, the data/ details will not be saved and the candidate will be able to exit from the registration window/ process.

- Enter all required fields & then click '**submit**' button.
- Get the provisional **Registration Id and Password** & upload your photograph and signature

Staff Selection Commission - Registration for Examination

**Please keep Your Provisional Registration Number and Password safely**  
**Your Provisional Registration Number is 60000108581 and Password is 9200**

Important Notes for Photo and Signature Upload

- If you want to upload photo and signature later, you can exit by clicking on the Close button. You can upload photo and signature from 'View/Edit' option available on the frontpage.

Upload Photo

No file chosen

Upload Signature

No file chosen

- You can also upload your photograph and signature at your convenience at later date/time by login again using the provisional ID & password clicking **View/Edit** option as shown below.

**Note:** The candidate may please note the instructions for uploading photograph and signature to be uploaded by the candidate given below :

- The digital size of the file of the photographs must be more than 4 kb and less than 12 kb with resolution of 100 pixel width and 120 pixel height.**
- The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 40 pixel width by 60 pixel height.**

If the candidate finds that he has made some **mistake** while entering details in the **registration part**, he/she has the option of **editing the registration part**. To do this, the candidate should log in to default page and use option **‘view/edit Registration’** by filling in **date of birth, registration number and password**.

Personal Details Form :	
Name	
Father's Name	
Mother's Name	
Date of Birth (dd/mm/yyyy)	: 01/01/1990
Gender	: Male
Basic Details Form :	
Aadhar Card Number	: 123456789012
Category	: GENERAL
Whether you belong to Religious Minority Community?	: No
Nationality	: Indian
If Person with Disability	: Yes
Type of Disability	: OH
Percentage of disability	: Less than 40%
Certificate No	: ABC77U
Certificate Issue Date (dd/mm/yyyy)	: 02/02/2016
Contact details Form :	
Permanent Address	: SECTOR-III TYPE-II SADIQ NAGAR
State	: Delhi
Pincode	: 110049
STD Code	:
Phone Number	:
Mobile Number	: 9999999999
Email ID	: ashish123@gmail.com
PHOTOGRAPH AND SIGNATURE	
PHOTO	SIGNATURE
Photo	Signature
<input type="button" value="Close"/> <input type="button" value="Edit"/>	

### **Diagram depicts editing of registration data**

Once the candidate has utilised the opportunity to correct/ edit twice, he/she will not be able to make any corrections again. He/She will only be able to view the details filled in by him/her. The candidates are therefore, advised to exercise due care while filling in the details and making corrections .

## **Step -2 : Application Filling Procedure ( Application Part )**

Registered candidate may log into the system and can proceed for application filling. The following figure depicts the complete application form.

**Combined Graduate Level Examination-2016**

1.& 2. Examination Center and Code :*	<input type="text"/>	* Required Fields
3. Candidate Name :	<input type="text"/>	
4. Father's Name :	<input type="text"/>	
5. Mother's Name :	<input type="text"/>	
6. Date of Birth(DD/MM/YYYY):	01/01/1990	
7. Gender :	Male	
8. Nationality :	Indian	
9. Fee Exemption claimed :*	<input type="radio"/> Yes <input type="radio"/> No	
<b>NOTE :[Fee exemption is admissible only to SC, ST, Ex-Serviceman applicable for reservation, PH as per rule and Female candidates]</b>		
10. Category	General	
10.1. Whether Ex-Serviceman? :*	<input type="radio"/> Yes <input type="radio"/> No	
10.2. If, ExS, Whether seeking reservation? :	<input type="radio"/> Yes <input type="radio"/> No	
10.3. For Ex-Serviceman-Length of Service(in years) :	<input type="text"/>	
10.3. Date of discharge :	dd mm yyyy	
11. Whether PH :	Yes	
11.1. If yes, indicate code :	OH	
12. Whether seeking Age relaxation :*	<input type="radio"/> Yes <input type="radio"/> No	
12.1. If yes, indicate code :	<input type="text"/>	
12.2. Age(as on 01.08.2016) :	26.7	

**13. Preference for posts :**

View Details ? <input type="button" value="Reset"/>		
14. Are you applying for the posts of Statistical Investigator Gr-II/ Compiler? :*	<input type="radio"/> Yes <input type="radio"/> No	
14. Do you possess EQ for the posts of Statistical Investigator Grade II/ Compiler? :*	<input type="radio"/> Yes <input type="radio"/> No	
14. Are you applying for the posts of AAO? :*	<input type="radio"/> Yes <input type="radio"/> No	
14. Do you possess EQ for the posts of AAO? :*	<input type="radio"/> Yes <input type="radio"/> No	
15. Whether you belong to Religious Minority Communities as per Govt. Orders? :	No	
16. If VH/ Cerebral Palsy candidate, whether scribe is required? :*	<input type="radio"/> Yes <input type="radio"/> No	
16.1. If yes, indicate medium :	<input type="text"/>	
17. Aadhar Card Number :	123456789012	

**18. Qualification Details (Start from Graduation):**

Educational Qualification	Subject	Percentage(%of Marks	Medium
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**19. Details of Work Experience/Govt. Service rendered :**

Name of the Organisation(s)	Designation	Nature of Duties)	Period Of Service From(mm/yyyy)	Period Of Service To(mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm yyyy	mm yyyy
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm yyyy	mm yyyy

**Contact Details Form :**

20. Postal Address : \*

State : \*

Pincode : \*


21. Permanent Address :


State : Delhi

Pincode : 110049

Use CAPITAL LETTERS only and keep space between each word. Do not use commas and special characters

**PHOTOGRAPH AND SIGNATURE**

PHOTO 

SIGNATURE 

**Declaration:**

I hereby declare that all the statements made in this application 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 or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India.

I Agree :

Enter Text:

The application part has 21 fields followed by photographs and signature of the candidate. The data/ details filled in by him earlier, at the time of registration

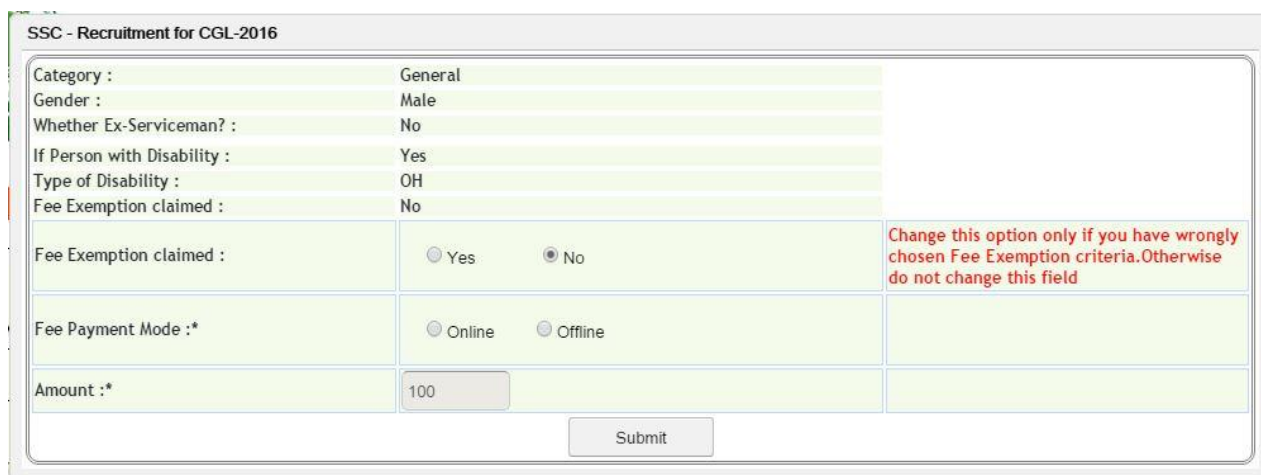
process, will automatically be filled in the respective fields in the application form. The remaining empty field should be filled by the candidate. The following are the details of fields :

Field Name	Type	Description
Examination Centre & Code	Mandatory	Candidate should exercise the option to which he/she appear the examination
Candidate's Name	Automated & non-editable	Populated from registration data
Father's Name	Automated & non-editable	Populated from registration data
Mother's Name	Automated & non-editable	Populated from registration data
Date of Birth	Automated & non-editable	Populated from registration data
Gender	Automated & non-editable	Populated from registration data
Nationality	Automated & non-editable	Populated from registration data
Fee exemption claimed	Mandatory	Please exercise this option carefully. SC/ST/PH/women and Ex-servicemen are normally exempted from fee
Category	Automated & non-editable	Populated from registration data
Whether Ex-servicemen(Y/N)	Mandatory	Candidates should exercise his/her option Yes or No
If Ex-servicemen, whether seeking relaxation	Optional	
For Ex-servicemen length of service (in years)	Optional	
Whether PH	Mandatory	Candidates should exercise his/her category Yes or No
If yes. Indicate code	Mandatory	Candidates should exercise category code
Whether seeking age relaxation	Optional	Candidates should exercise his/her option Yes or No
If yes. Indicate age relaxation code	Optional	
Age as on	Auto populated( as on 01/08/2016)	Automatically calculated
Preferences	Mandatory	Atleast one preference should be exercised
Are you applying for the post of Statistical Investigator	Mandatory	Candidates should exercise his/her option Yes or No
Do you possess EQ for the post of Statistical Investigator Gr.II/Compiler	Mandatory	Candidates should exercise option (Yes or No)
Are you applying for the post of AAO?	Mandatory	Candidates should exercise option (Yes or No)
Do you possess EQ for the post of AAO	Mandatory	Candidates should exercise option (Yes or No)
Whether you belongs to Religious Minority Communities as per Govt.Orders	Mandatory	Candidates should exercise option (Yes or No)
If VH/Cerebral Palsy Candidate	Mandatory	Candidates should exercise option (Yes or No)
Whether scribe is required	Mandatory	Candidates should exercise option (Yes or No)
If yes, indicate the medium	Mandatory	Candidates should exercise option (Hindi or English)
Aadhar Card Number	Optional	
Qualification (start from Graduation)	Mandatory	Candidates should exercise at least one from the drop-down options.
Details of work experience	Optional	
Contact Details	Mandatory	
(i) Postal Address	Mandatory	
(ii) State		
(iii) Pincode		
Permanent Address	Mandatory	Populated from registration data
(i) State		
(ii) Pincode		
Photo and signature	Mandatory	Populated from registration data
Declaration	Mandatory	Please click on the check box for admitting it.

The remaining fields which have not been filled in automatically have to be filled in by the candidates. The candidates are advised to fill in the details very carefully.

Once the candidate has filled in all the required details in the application form, he /she will find there are three buttons at the bottom namely '**Partial Save**' – '**Final Submit**' – '**Close**'. If the candidate uses the close button, he /she will exit from the application form. No data/ details will be saved. If the candidate does not want to fill in the entire application form in one attempt, he can fill in partial application and by using 'partial save', he can save all the data/ details filled in by him. The remaining details may be filled in by him later whenever it is convenient to him.

Once the application form is completely filled in, the candidate should use the '**Final Submit**' button which will save all the data/ details filled in by him and 'payment' window will appear.



The screenshot shows a web form titled "SSC - Recruitment for CGL-2016". The form contains several fields with pre-filled values and radio button options. The fields are: Category (General), Gender (Male), Whether Ex-Serviceman? (No), If Person with Disability (Yes), Type of Disability (OH), and Fee Exemption claimed (No). Below these, there are two rows of radio button options: "Fee Exemption claimed" with "Yes" and "No" options, and "Fee Payment Mode" with "Online" and "Offline" options. The "Amount" field is set to 100. A "Submit" button is located at the bottom right. A red warning message is displayed next to the "Fee Exemption claimed" radio buttons: "Change this option only if you have wrongly chosen Fee Exemption criteria. Otherwise do not change this field".

Category :	General	
Gender :	Male	
Whether Ex-Serviceman? :	No	
If Person with Disability :	Yes	
Type of Disability :	OH	
Fee Exemption claimed :	No	
Fee Exemption claimed :	<input type="radio"/> Yes <input checked="" type="radio"/> No	Change this option only if you have wrongly chosen Fee Exemption criteria. Otherwise do not change this field
Fee Payment Mode :*	<input type="radio"/> Online <input type="radio"/> Offline	
Amount :*	100	

Here the candidate are getting another opportunity to check fee exemption option. If the candidate is entitled for fee exemption, as per provisions of the Notice for their examination, they may exercise fee exemption 'claim'. Candidates who are not eligible for fee exemption claims, should click on 'No' button and proceed further to make payment by clicking 'online' or 'offline' in fee payment mode option. Once it is done, click on 'submit' button.

**Case 1** : If candidate selects offline option then candidate gets a fee deposit bank [challan form](#) from the server. The format of [challan form](#) is as follows.



STAFF SELECTION COMMISSION CHALLAN FOR FEE DEPOSIT Combined Graduate Level Examination-2016	
<b>SSC</b>	<b>BANK COPY</b> (To be retained by SBI Branch) DEPOSIT IN ANY BRANCH OF SBI BY CASH ONLY
	
SBI CBS SCREEN NUMBER: 8888	FEE TYPE: 324
CHALLAN REFERENCE NUMBER <small>(To be entered in Reg. ID/Ref. No. field in Screen-8888 in CBS)</small>	
APPLICANTS NAME	
CHALLAN GENERATION DATE	Feb 22, 2016 10:20:49 AM
CHALLAN EXPIRY DATE	14 March, 2016
Amount : (in figures): Rs.100(in words): Rs. One Hundred Rupees Only. <small>(No Bank Charges to be taken from depositor separately)</small>	
Signature of Depositor : _____	
<small>*****Details below to be filled in by the Bank*****</small>	
SBI Branch Code:	DATE OF RECEIPT: / / (dd/mm/yyyy)
SBI JOURNAL NO.	Signature of Bank's Official with Seal
<small>(To be written in legible handwriting)</small>	
Instructions for SBI Branches: 1. Branches should not refuse to accept the Challan. 2. Please note to write the <b>Journal Number</b> in all the challans. 3. Please check the Name of the Candidate positively after entering Registration ID. 4. No separate charges/commission to be charged from the depositor. 5. In case of any problem, branch should immediately contact Head Branch (06991) on the following numbers: 011-23374038, 011-23407864 and email id customercare.06991@sbi.co.in	
<b>IMPORTANT INSTRUCTIONS TO CANDIDATES</b> 1. Challan can be deposited after minimum Three hours of generation of Challan during banking hours. 2. Please note the Last Date for receipt of Cash payment by SBI is <b>14 March, 2016</b>	












STAFF SELECTION COMMISSION CHALLAN FOR FEE DEPOSIT Combined Graduate Level Examination-2016	
<b>SSC</b>	<b>CANDIDATE COPY</b> (To be retained by SBI Branch) DEPOSIT IN ANY BRANCH OF SBI BY CASH ONLY
	
SBI CBS SCREEN NUMBER: 8888	FEE TYPE: 324
CHALLAN REFERENCE NUMBER <small>(To be entered in Reg. ID/Ref. No. field in Screen-8888 in CBS)</small>	
APPLICANTS NAME	
CHALLAN GENERATION DATE	Feb 22, 2016 10:20:49 AM
CHALLAN EXPIRY DATE	14 March, 2016
Amount : (in figures): Rs100 (in words): Rs One Hundred Rupees Only. <small>(No Bank Charges to be taken from depositor separately)</small>	
Signature of Depositor : _____	
<small>*****Details below to be filled in by the Bank*****</small>	
SBI Branch Code:	DATE OF RECEIPT: / / (dd/mm/yyyy)
SBI JOURNAL NO.	Signature of Bank's Official with Seal
<small>(To be written in legible handwriting)</small>	
Instructions for SBI Branches: 1. Branches should not refuse to accept the Challan. 2. Please note to write the <b>Journal Number</b> in all the challans. 3. Please check the Name of the Candidate positively after entering Registration ID. 4. No separate charges/commission to be charged from the depositor. 5. In case of any problem, branch should immediately contact Head Branch (06991) on the following numbers: 011-23374038, 011-23407864 and email id customercare.06991@sbi.co.in	
<b>IMPORTANT INSTRUCTIONS TO CANDIDATES</b> 1. Challan can be deposited after minimum Three hours of generation of Challan during banking hours. 2. Please note the Last Date for receipt of Cash payment by SBI is <b>14 March, 2016</b>	

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After getting [challan form](#) candidate should go to the nearest State Bank of India Branch and deposit the fee. After this candidate's formality is completed. Bank will generate MIS Report and send it to Commission. This process takes minimum 48 hours. After 48 hours the candidate may check their application status form by clicking on '**Check your application status here**' option on the default page.

**Case 2 :** In case of online payment candidate will be redirected to Bank site with various payment option as follows.



NET BANKING	CARD PAYMENTS
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank of India</b> <small>With you - all the way</small> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank of Bikaner and Jaipur</b> <small>The Bank with a vision</small> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank of Hyderabad</b> <small>You Can Always Bank on Us</small> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank of Mysore</b> <small>Working for a better tomorrow</small> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank of Patiala</b> <small>With you Every Step of the Way</small> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px;">  <b>State Bank of Travancore</b> <small>A Long Tradition of Trust</small> Bank Charges: Nil <span style="float: right;">➔</span> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>State Bank ATM-cum-Debit Card</b> Bank Charges: 0.0 <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>Other Banks Debit Cards</b> Bank Charges: 0.85 <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px;">  <b>Credit Cards</b> Bank Charges: 1.69 <span style="float: right;">➔</span> </div>
OTHER PAYMENT MODES	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>SBI BRANCH</b> Bank Charges: Nil <span style="float: right;">➔</span> </div> <div style="border: 1px solid #ccc; padding: 5px;">  <b>Other Banks Internet Banking</b> Bank Charges: Nil <span style="float: right;">➔</span> </div>	

During payment, due to network problem if candidate face any problem he/she has to wait for 48 working hours for the settlement of payment.

After completion of payment procedure, candidate may take a print out of their [filled application form](#) by logging in Apply/ Print option on the default page.