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भारत सरकार
कर्मचारी चयन आयोग
कार्मिक, लोक शिकायत और पेंशन मंत्रालय,
ब्लॉक नंबर 12, सीजीओ कॉम्प्लेक्स, लोधी रोड,
नई दिल्ली – 110003

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

IMPORTANT NOTICE

All candidates are advised to carefully read and adhere to all the instructions provided at **Annexure-I** below. Kindly ensure to follow each and every guideline mentioned to prevent any complications on the day of the examination.

Under Secretary to the Government of India
21.07.2025

General Instructions for the Candidates:

1. The candidate should invariably carry the Admission Certificate-cum-Commission to the examination venue and read the instructions given on it.
2. The candidate should carry one valid photo identity proof in ORIGINAL. Eligible photo identity proofs are -
 - Passport
 - Aadhaar Card/Print out of e-Aadhaar
 - Driving License
 - Service ID Card issued to employees by Central Govt./State Govt./ PSUs
 - ID Card issued by University/College/School
 - Voter's ID Card
 - PAN Card
 - Ex-Servicemen Discharge Book issued by Ministry of Defence
 - Any other Photo Identity Proof issued by Central Govt./ State Govt.
3. The photo identity proof should be having the same Date of Birth (including Date, Month & Year) as printed on the Admission Certificate. If it does not have the same Date of Birth as mentioned in the admission certificate then the candidate must carry an additional certificate (in original) as proof of his/her that Date of Birth (Mark-sheet of 10th class issued only by recognized Boards; Birth Certificate, Category Certificate etc. issued only by Central Govt./State Govt./PSUs). In case of mismatch in the Date of Birth mentioned in the Admission Certificate and photo ID/the certificate brought in support of Date of Birth, the candidate will not be allowed to appear in the examination.
4. One live photograph of the candidate is taken at the time of entry in the examination hall. Apart from this, multiple intermittent live photographs from the camera attached to the system will also be taken during the conduct of examination. The candidate will also be made to present himself/herself for intrusive photograph taken from the system at the end of exam. The candidate is advised to ensure that this photograph is captured properly covering the complete face. The candidate must maintain his sitting posture in such a way that his face is clearly visible in the webcam throughout the exam. If any candidate fails to comply with the above, his/her candidature may be canceled.
5. Candidates are advised to keep their full face open. No mask/covering of face from any means is allowed.
6. Instructions for PwD/PwBD Candidates:
 - (i) Candidates claiming PwD/PwBD status are required to bring the required original PH documents and a copy thereof for appearing in the examination.

Failure to do so may result in them not getting the extra time or even cancellation of the candidature.

- (ii) Eligible PwD/PwBD Candidates are entitled for compensatory time of 20 minutes per hours and assistance of scribe.
- (iii) PwD/PwBD candidates other than those affected by blindness and cerebral palsy, who have opted for the facility of the scribe and/or compensatory time in their application form, are required to produce certificate as per Annexure I of the Notice of Examination for availing the facility of scribe.
- (iv) Scribe arranged by the PwD/PwBD candidates should not be candidate of this examination otherwise candidatures of both the candidates will be cancelled.

7. Candidates who are coming from non-Aadhaar route during OTR are advised to bring the same documents in original (and a copy thereof) which they have filled at the time of registration. Otherwise they will not be allowed to enter in the examination hall.

8. Candidates must ensure that examiner/invigilator signs on their Admission Certificate-cum-Commission Copy before leaving the examination hall.

9. No bathroom break shall be allowed for examinations having duration of 2 hours or less. In cases of bathroom break being allowed, bio-metrics of the candidate will be recorded before and after the Bathroom Break for verification purpose.

10. Candidates are advised NOT to write anything on the Admission Certificate before coming to the exam venue, otherwise their entry to the examination venue will not be permitted. The candidates will be required to write in the specified space on the Admission Certificate in the invigilator's presence only after the 1st login during exam.

11. Candidates must treat their Admission Certificate with utmost care. Distorting, folding or damaging the bar-code area must be avoided at all costs.

12. The candidates are advised to reach the venue of examination as per the time slot indicated against Reporting/ Entry time in the Admission Certificate.

13. Candidates must note that after the entry closing time, gates will be closed and no candidate will be allowed to enter the examination venue under any circumstance.

14. Candidates can bring their own water bottle provided the bottle is Transparent.

15. No candidate will be allowed to leave the examination lab before the completion of the examination time for any reason without permission from the exam functionaries. Once a candidate leaves the lab without the permission of

the exam functionaries, he/she shall not be allowed to re-enter the examination lab and his/her candidature shall be canceled.

16. Candidates shall be permitted to appear in the exam only at the venue as specified in the Admission Certificate.

17. Candidates are advised to visit the exam venue at least one day in advance so that they can reach the examination venue on the date of exam in time.

18. Candidates must ensure that they do not appear in the examination more than once. Otherwise candidature of such candidates would be canceled and appropriate action will be taken against them.

19. Candidature of candidates is purely provisional. It is advised that candidate must ensure that they fulfill all the eligibility conditions. If at any stage, it is found that a candidate does not meet the eligibility conditions, his/her candidature shall be canceled.

20. Prohibited items such as watch, books, pens, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, spy cameras, scanner, calculator, storage devices etc.) are strictly not allowed in the examination lab. If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be canceled and legal/criminal proceedings could be initiated against him/her. He/she would also be liable to be debarred from appearing in future examinations of the Commission as per extant rules.

21. Candidates should avoid wearing items like nose pins, bracelets, earrings, charms, kadas etc. In case, religion/ customs require candidates to wear specific attire, the frisking may take more time and therefore candidates should report at the venue of examination early.

22. Candidates are advised not to bring bags and prohibited items into the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The Commission will not be liable to make any arrangement for safe custody of any such item.

23. Pen and paper for rough work would be provided in the examination lab.

24. All Exam Labs are under Video Surveillance.

25. Electronic watch (timer) will be available on the computer screen allotted to candidates.

26. Candidate should ensure that they do not indulge in any kind of unfair means. Candidates shall also not talk to each other during the complete period of examination.

27. Candidate shall have to undergo the process of frisking through Hand Held Metal Detector (HHMD) and also through body tapping.

28. Candidate must adhere to the instructions given by the examination functionaries (Center Supervisor, Invigilator, etc.).

29. Candidate should ensure that they provide clear Left Thumb Impression (LTI), Certification Statement in their running handwriting and signature on Admission Certificate-cum-Commission Copy.

30. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily canceled. Such candidate shall also be liable to be debarred from future examinations of the Commission and legal/criminal proceedings could be initiated against him/her. It may be noted that no re-examination would be conducted if it is found that the examination was disrupted on account of instigation by the candidates.

31. If the examination does not commence at the scheduled time or is interrupted midway due to any technical snag or for any other reason, candidates should follow the instructions of the exam functionaries. They may have to wait patiently till the issue is suitably addressed and resolved. The Commission would take an appropriate action and decision in the matter which would be final and would be binding on candidates in case the exam could not be completed.

32. Candidates are assured that in case of disruption of examination for any reason such as major/minor technical snag or slow speed of server/breakdown of server etc. they will not, under any circumstances, lose the examination time to which they are entitled.

33. Candidates are advised to report to the concerned Regional Office of Commission, in case they notice any irregularity during conduct of examination. The identity of such candidates will be kept confidential.

34. If any candidate is found in inebriated state that candidate will not be allowed entry to the venue.

35. In case of any doubt or clarification, the candidates are advised to contact the concerned Regional Office of the Commission personally or through the Helpline Numbers as indicated in the Admission Certificate.