

## FAQ on Selection Posts

### 1. What is Selection Post?

- ❖ Selection Posts are posts for Group 'B' Non-Gazetted and Group 'C' Non-Technical post in Ministries/Department under Government of India and their Attached/Subordinate Offices. Selection Posts are isolated in nature (not covered in Open Examinations).
- ❖ Selection Posts are filled through Written Examinations, (Objective Type Multiple Choice Questions) in the Computer Based Mode. Further wherever skill test is prescribed in RR (typing / data entry / stenography) for any post Skill test will also be conducted for those who qualify the written examination.
- ❖ There is **no interview** for any of the posts.

### 2. What is the level of examination for Selection Post?

- ❖ Exams for Selection Posts is held for all the posts by categorizing the **posts on educational level** and **not** on Pay Level or Group Level.
- ❖ The various categories of posts reported for filling up from Commission's Recruitment Notice for Selection Posts in a particular Phase will be divided into three educational levels of examinations viz., (i) Matric, (ii) Higher Secondary and (iii) Graduation and above Level.
- ❖ This educational level is based on the Essential Qualifications prescribed in the Recruitment Rules for the posts.

### 3. How to apply for various Selection Posts?

- ❖ For Recruitment Notice, Exam date and all important information about various stages of that recruitment, please check periodically the main page (NOTICE BOARD) of the website of SSC(KKR).
- ❖ Candidates can apply for more than one post in the same Region/other regions advertised in the Commission's Recruitment Notice.
- ❖ Normally two Recruitment Notices are issued every year for Selection Posts. As per the instructions given in that Recruitment Notice, candidates are required to submit the Application Form **Online only** within the closing date. Physical or Offline applications are not accepted by Commission.
- ❖ All the 09 Regional Offices will advertise the posts in the Recruitment Notice falling under their Region with a specific Category Post Code Number. Separate application has to be submitted by the candidate for each post code he/she wishes to apply for.
- ❖ In order to avoid rejection at a later stage candidates have to read all the conditions in the Examination Notice carefully.

### 4. How are Admission Certificates issued?

- ❖ Candidates will be issued Admission Certificates based on the Educational Qualification level only (ie. Matric or Higher Secondary or Graduation and above).
- ❖ All posts under a particular Educational level will be covered under only one exam. Thus any candidate must **appear only once** in the exam of particular educational level. Otherwise their candidature will be cancelled for that exam.
- ❖ The Admission Certificate for common candidates who has applied for various posts, in one Region or spread across different Regional Offices of Commission, will be issued by that Region which is **incharge of the Exam Centre** opted by the candidate in the Online Application.

**5. How many Admission Certificates will be issued for multiple posts or levels?**

Candidates who apply for posts covered under Matric Level / Higher Secondary / Degree/ All will be issued distinct Admission Certificate for each level of exam. For example, If a candidate applies for 01 or more posts under Matric level, 01 or more posts under Higher Secondary Level and 01 or more posts under Graduation level, then the candidate will be issued only **one** Admission Certificate for Matric Level, only one Admission Certificate for Higher Secondary Level and only one Admission Certificate for Graduation level.

**6. Method of short listing of candidates for subsequent stages:-**

- ❖ Marks obtained by the candidate in the exam of a particular Educational Qualification level will be used for drawing individual merit list for all the posts he had applied for, under that Educational Qualification level.
- ❖ Although the marks obtained by a candidate would be the same for all the posts he applied for in that level, his merit position for every post will depend upon the marks obtained by all the applicants for that post.
- ❖ The candidates are required to meet the cut off marks for the particular level of exam as prescribed in the Recruitment Notice for the post ('unreserved' or 'reserved' post as applicable) for consideration for the subsequent stages of recruitment ie. skill test , prescrutiny, document verification.
- ❖ Skill Test, wherever conducted as per Educational Qualification is of qualifying nature.
- ❖ A candidate under reserved category (OBC, SC, ST, EWS) will be considered for unreserved posts also, **if only if he/she meets the age limits and cut off marks** prescribed for the unreserved post.
- ❖ Further, the number of candidates (meeting the prescribed cut off marks) to be declared qualified for every vacancy in a particular post, will be in the ratio of 1:20 if the total number of vacancies is 05 or less, (ie. for every single vacancy under each category (reserved / unreserved) 20 candidates will be shortlisted). When the number of vacancies exceeds 05, in addition to the 100 candidates for the first 05 vacancies, candidates will be called in the ratio of 1:10 for every additional vacancy. However, if requisite number of candidates do not meet the cut off marks then the quantum of candidates declared qualified in CBE will be less than the prescribed ratio.

**7. Publishing of Initial and Final Rejection List in the website of SSC(KKR)**

- ❖ On declaration of results of qualified candidates in CBE, the hard copy of application and documents will have to be sent to concerned Regional Office the post belongs to. After pre scrutiny of hardcopy of application and documents, initial Rejection List and Provisional Eligible List will be uploaded in the website by that Regional Office.
- ❖ Candidates will be given 10 days time for representation against rejection. Late received representations are liable for non consideration due to administrative factors.
- ❖ After disposal of representation, final Rejection List and Provisional Eligible List for KKR posts will be uploaded in the website of SSC (KKR).

## 8. **Conduct of Document Verification for Provisionally Eligible candidates**

- ❖ Document Verification will be conducted for all Provisionally eligible candidates in that Regional Office as mentioned in the Recruitment Notice.
- ❖ Document Verification Schedule and Call letters for Document Verification will be only uploaded in website of the Regional Office where the post belongs to. Call letters **will not be sent** by post. Candidates are required to download the Admit Card for Document Verification.
- ❖ The eligibility of the candidates will be decided after Document Verification is completed.

## 9. **Final Results of Selection Post**

- ❖ As and when the Commission declares the Final Results for various post codes, the same will be uploaded in the website of the concerned Regional Office along with details of nomination to User Department. Only the marks of the selected candidates will be indicated in the results. Marks of all the candidate who appear in CBE will be published only after entire Recruitment exercise as per the Notice is completed in all Regions.
- ❖ The selected candidates may contact User Department if Offer of appointment is not issued within 03 months of nomination.

\*\*\*\*\*