

10. **How to apply:**

- 10.1 Applications must be submitted in only online mode at the official website of SSC Headquarters i.e. <https://ssc.nic.in>. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV**. Sample proforma of One-time Registration and online Application Form are attached as Annexure-IIIA and Annexure-IVA respectively.
- 10.2 In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). **The photograph should not be more than three months old from the date of publication of the Notice of Examination, and, the date on which the photograph has been taken should be clearly printed on the photograph. Applications without such date printed on the photograph will be rejected.** Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.
- 10.3 Last date and time for submission of online applications is 15-12-2020(23:30).
- 10.4 Candidates are advised in their own interest to submit online applications 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.
- 10.5 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.
- 10.6 Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, 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.

11. **Application Fee:**

- 11.1 Fee payable: Rs 100/- (Rs one hundred only).
- 11.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 11.3 Fee can be paid online through BHIM UPI, Net Banking or by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
- 11.4 Online fee can be paid by candidates up to 17-12-2020 (23:30 hours). However, candidates who wish to make cash payment through the challan of SBI, may make payment in cash at the Branches of SBI within the working hours of bank up to 2112-2020 provided the challan has been generated by them before 19-12-2020 (23:30 hours).
- 11.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of the Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

- 11.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

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