

Staff Selection Commission, Southern Region

Instructions to Candidates

- Please read these instructions & also the detailed instructions appearing in the Notice of Examination in the Employment News/Rojgar Samachar, CAREFULLY before you proceed to fill up the Application Form.
- Please ensure that the Application Form filled up by you is identical to the format as well as of the same size of paper as prescribed, or the one appearing in the Notice of Examination in the Employment News, except when the Application Form is supplied by the Commission to the Candidate concerned directly (as in the case of Main Examinations).
- Please ensure that the paper on which your Application Form is printed/ Photocopied is white in color & of A-4 (21 x 29.7 cms) size & good quality to ensure that it withstands the rigours of Data Processing & subsequent handling by the Commission, except when the Application Form is supplied by the Commission (as in the case of Main Examinations).
- Please read the conditions of eligibility appearing in the Notice of Examination in the Employment News to ensure that you fulfill the eligibility criteria to appear in the examination, namely age, educational qualifications, physical standards etc. as on the CRUCIAL DATE.
- The application Form may be filled up either in English or in Hindi, as you choose, while taking care that the entries are either all in English or all in Hindi, except as otherwise directed. The numerals should be in international form of Indian numbers i.e. 1,2,3,4,5, & so on.
- Please fill up the Application Form with a ballpoint or ink pen (using black/ blue ink) in good handwriting to facilitate error-free data processing by the Commission. Any alterations must be carried out by neatly scoring the inappropriate entry & writing the appropriate entry on the side/nearby while attesting such alterations. Please do not over-write/apply fluid/paste any paper over any inappropriate or incorrect entry. All the entries on the Form should be legible.
- Please do not write more than one alphabet/numeral in one box wherever such boxes are provided.
- Please put your signatures at the places mentioned, in identical fashion so as to avoid any suspicion of impersonation. Please do not put signatures in Block or Capital letters in English.
- Ordinarily any change in centre of examination is not permissible. Hence choose your centre of examination carefully.

- One envelope should contain one Application Form only. More than one application in one Envelope would lead to rejection of all such applications. Similarly, more than one application from the same Candidate for the same examination also leads to rejection of all such applications.
- The envelope containing the Application Form should be of good quality & superscribed in bold letters, for example, as indicated below (on the envelope containing the application form for Central Police Organisations Examination 2005):-

Format of Envelope to be drawn here

- Please note that the Envelopes (containing the Application Forms) are initially sorted on the basis of Centres superscribed on them & further processing is done by the Data processors up to a certain stage. Hence if you do not mention the Centre clearly on your cover, the Commission may not be in a position to allot the Centre of your choice to you even though you might have mentioned the desired Centre on the Application Form.
 - The Commission will not be responsible for any postal delay or deficiencies. Please ensure that your Application Form reaches the Commission clearly before the closing date and time. You have an option to submit your Application Form in person or by Speed post, or by Registered Post or by UPC (under certificate of posting) or by Ordinary Post. It is clarified that unless your Application Form reaches the Commission by the last date (closing date and time), you stand to lose your candidature. Hence in your own interest please choose a mode of transmission which in your judgment is the most effective & reliable.
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