

## **Guidelines for debarment of the candidates from participating in the Recruitment Process of Staff Selection Commission**

The following guidelines are issued for the debarment of candidates from appearing in competitive examinations or participating in recruitment processes conducted by the Staff Selection Commission.

1. Candidates who resort to misconduct, malpractice or violation of examination rules are liable to be **debarred** from appearing for the Competitive Examinations / Recruitments conducted by the Staff Selection Commission.

In addition, candidature of such candidates would be **cancelled**.

2. **Reporting the incident/malpractice:** Invigilators, Supervisors, Observers, Centre Coordinators to report the misconduct to the Examination Authority in writing along with available evidences and witnesses. The written report to narrate the nature of violation and available evidence (e.g. Photographs, Videos/CCTV footage of confiscated materials/written declaration by candidate etc.).

The examination authority may also detect malpractice through data analytics of the video footages, photographs, biometrics, logs etc.

3. **Preliminary investigation:** The SSC(HQ) / Regional Director may constitute a **Committee** consisting of 2-3 members to investigate and verify the commission of misconduct / malpractice by the candidate.
4. **Notice to the candidate:**
  - a. **Show-cause Notice** to be issued by the Regional Office, to the candidate. The candidate shall be asked to show-cause as to why his candidature for the said recruitment shall not be cancelled and why he should not be debarred from appearing for the competitive examinations / participating in the Recruitments conducted by the Commission.
  - b. The show-cause notice shall be prepared meticulously. The language used shall be simple and clear, leaving no room for doubt as to the issues raised and the explanation sought for. Show-cause notice has to be specific and reveal in clear terms the kind of misconduct / malpractice indulged by the candidate. The Show Cause Notice to mention the provision of Recruitment Notice or Debarment Guidelines violated by the Candidate. Show-cause notice shall also specify the proposed penal actions such as cancellation of the candidature, debarment of the candidate and the proposed period of debarment.

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A time limit of 7 days from the date of receipt of the show-cause notice shall be given to the candidate, to submit his/her explanation. The fact that no further extension of time would be granted, shall also be incorporated in the memorandum.

- c. In case show-cause notices are to be issued to more than one candidate, they shall be prepared and issued individually, highlighting the facts / lapses relevant to the individual cases.
  - d. Adequate application of mind on a case-to-case basis, specifically focusing on the instant case, shall be the objective.
  - e. The show-cause notice shall be sent to the candidates to the email id submitted through online application. Service/delivery of show cause notice to the email id submitted by the candidates through his online application shall be deemed to be proper service with effect from the date and time on which the same has been delivered.
  - f. Candidate to be mandated to reply through e-mail to the designated email-id from which Notice is forwarded.
  - g. The Regional Director may summon the Candidate in person for enquiry, collections of Samples for Verification etc.,
5. A standing Committee or a Committee constituted by the Regional Director, comprising 2-3 officials, shall review the candidate's explanation in response to the show-cause notice, along with the supporting evidence. The Regional Director may associate an external subject expert, if required. The committee shall assess the charges vis-a vis explanation, available evidences and determine whether malpractice or misconduct was committed. If the candidate is found guilty.
  6. The Regional Director shall be the competent authority to act on the recommendation of the committee and impose debarment for the applicable period based on type and degree of offence keeping in view the findings of the Committee. The Regional Director may differ on the recommendations of the Committee for reasons to be recorded.
  7. In case the offence is of a kind not covered under the existing norms approved by the Commission, orders of the Commission shall be sought for as to the actual penalty to be imposed. Once such a decision is made by the Commission, the offence and the penalty thereof would become a part of existing norms for such cases and action shall be initiated to incorporate the same in the relevant office order.
  8. The quantum of punishment imposed must be proportionate to the misconduct committed and shall not be excessive or unreasonable.

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9. The Type of malpractice and the period of debarment stipulated by the Commission for the respective offences are given in **Annexure - I**.
10. The debarment period shall be reckoned from the date of commission of Offence.
11. The candidate shall be informed of the debarment immediately by email within seven working days from the date of order
12. All efforts to be made by the SSC to conclude debarment proceedings within 1 months from the receipt of reply / due date of reply, whichever is earlier.
13. Whenever debarment is imposed on a candidate, his candidature to the particular Recruitment shall automatically get cancelled as a consequence to debarment. He would also be debarred from acting as Scribe for the period of debarment.
14. During the period of debarment, the candidate shall not be allowed to participate in any form or manner, in any stage of any recruitment conducted by the Commission. For clarity, the stages of Recruitment is from Date of publication of Recruitment Notice till the announcement of final Result.
15. SSC to debar the **Scribe** found to be facilitating or participating in malpractices along with the candidate, from becoming Scribe or Candidate for the Recruitments conducted by SSC for the term prescribed in Annexure-1.
16. Debarred Scribe is also deemed debarred from participating in the Recruitment process as Candidate and vis-a versa.
17. If a candidate is debarred in a subsequent examination, the debarment will apply to any ongoing recruitment process if the result has not yet been announced. However, it will not affect a previous recruitment process if the debarment begins after the final result has been announced.
18. The name and other particulars of the candidate / scribe debarred by the Commission/Regional Offices, shall be entered in the Debarment Database maintained by the SSC Regional Offices with respect to candidates /scribe debarred by the respective Regional Offices and to be replicated to the Database maintained by the Commission Centrally. The same to be maintained up to date in the format prescribed by the Commission from time to time. The de-duplication of data of debarred candidates/Scribe to be carried out centrally at appropriate intervals.

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**19. Impersonators:**

- An Impersonator in an examination is an individual engaged by a candidate who unlawfully assumes the candidate's (or scribe's) identity to take the exam on candidate's behalf, intending to deceive the examination authority and gain an unfair advantage and disciplinary and penal actions have been taken against such candidates by the examination authority for engaging an Impersonator.
  - Additionally, SSC may conduct data analytics on examination records to identify the Cases where the candidates are found to have engaged impersonators or used an Impersonator as a Scribe.
  - SSC shall maintain the available data and biometric details (including photographs and thumb impressions) of individuals identified as impersonators.
  - Appropriate action shall be taken to debar the Candidate who has engaged Impersonator either to take Examination or as Scribe as per Annexure-1.
  - The Candidate who acts as Impersonator to be debarred from Recruitment process, consequent to the Candidate being debarred for engaging such Impersonator.
  - Action to be initiated on the Impersonators caught during the Examination process under the Public Examinations (Prevention of Unfair Means) Act, 2024, wherever feasible.
  - Such Impersonators shall also be debarred from Recruitment process of SSC as per Annexure 1.
  - The information about Impersonators to be put in public domain by SSC.
- 20.** SSC reserves the right to share the list of debarred candidates and scribes with other recruiting agencies and to publicly disclose the information on its website.

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**Annexure-1**

Action against candidates found guilty of misconduct:

SI No	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	01 - 02 years
2	Leaving the Examination Venue before completion of the due procedure for exit	01 Year
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	02 - 03 years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	03 Years
5	Deliberately making statements which are incorrect or false/ suppressing material information/submitting fabricated documents.	01 - 03 years
6	Obtaining support/influence for his candidature by any irregular or improper means in connection with his candidature.	03 Years
7	Possession of Mobile Phone, Bluetooth Devices, Wireless Devices, Spy Cameras or any other electronic gadgets in the examination hall.	03 to 05 years
8	Appearing or attempting in the same examination more than once in contravention of the rules.	02 - 05 years
9	A candidate who is also working as examination functionary in the same examination.	03 Year
10	Deliberately damaging examination related infrastructure/ equipment.	01 - 03 years
11	Appearing or attempting in the Examination with forged Admit Card, identity proof, etc.	03 - 05 years
12	Possession of fire arms/weapons or threatening/ intimidating examination functionaries with weapons/ fire arms or assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	07 Years
13	Using unfair means in the examination hall like copying from unauthorized sources, written material on any paper or body parts, etc.	07 Years
14	Impersonate/ Procuring impersonation by any person.	07 Years
15	Taking snapshots, making videos of question papers or examination material, labs, etc.	07 Years

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16	Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc.	07 Years
17	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	07 Years
18	Candidate acting as scribe in same examination or providing false declaration about scribe.	03-05 years
18 A	Candidate/Scribe acting as 'own scribe' in the same examination more than once.	03 Years
18 B	Candidate availing services of Scribe, who is debarred from Recruitment Process.	03 Years
19	During the exam, at any stage, if it is found that scribe is independently answering the questions or prompting answers in any direct/ indirect manner to candidate .	07 years
20	Candidate applying with same photograph with different personal details as Name, Mother/Father name, DOB etc. in different Recruitments or <i>vice a versa</i> .	01 - 05 years
21	Impersonator (as per SSC records) appearing as scribe for candidate	07 years
23	Scribe appearing for more than one candidate in the same examination of SSC or candidate engaging such scribe.	05 - 07 years

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