

File No. –HQ-IT018/4/2024-IT
Staff Selection Commission
IT Section

Procedure for downloading the Admission Certificate of the candidates and Scribe's Entry Pass (for 'Own Scribe' candidates)

The Commission, vide its Notice No. HQ-PP001/14/2024-PP dated 17.10.2024, had made 'One Time Registration (OTR) of scribes' mandatory for a person to be allowed to act as a scribe, in the examinations conducted by the Commission.

2. Subsequently, for any person desirous of acting as a scribe to assist a PwD/PwBD candidate in an examination of the Commission, the facility for One Time Registration (OTR) of scribe was made live on the website of the Commission (<https://ssc.gov.in/>), on 26.10.2024.

3. As already informed vide previous Notices, candidates who opt for 'Own Scribe' would require to provide the OTR number of the scribe chosen by them, to generate their Admission Certificate and Entry Pass of the scribe for the examination. In the case of other candidates, however, the Admission Certificate can be downloaded straightaway.

4. Accordingly, to assist the candidates, detailed instructions on the steps required for a candidate to download the Admission Certificate and Scribe's Entry Pass, wherever applicable, are attached.

Under Secretary to the Govt. of India
30.10.2024

Case-1: Candidates who had not opted for ‘Own Scribe’ in their Application form can download their Admission Certificate by clicking on the ‘Download Admission Certificate’.

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Check Status of Admission Certificate

Examination
Junior Engineer (Civil, Mechanical & Electrical) Examination

Examination Year
2024

Check Status

Status of Admission Certificate for Junior Engineer (Civil, Mechanical & Electrical) Examination, 2024

Name	Your Name
Father's Name	Your Father's Name
Registration Number	10000000075
Roll Number	2201114805
Exam Date	06/11/2024
Shift	1
Exam Time	9:00 AM To 11:40 AM
Exam City	New Delhi
Status	Application Accepted

☒ I will abide by the instructions given in the Admission Certificate.

Download Admission Certificate

 **Staff Selection Commission**

Public Disclosure of Scores and Other Details of Non-Recommended Willing Candidates

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Case-2(a): Candidates who had opted for ‘Own Scribe’ in their Application form, would require to provide One Time Registration (OTR) Number of their scribe.

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Admission Certificate Status

Check Status of Admission Certificate

Examination

Junior Engineer (Civil, Mechanical & Electrical) Examination

Examination Year

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Status of Admission Certificate for Junior Engineer (Civil, Mechanical & Electrical) Examination, 2024

Name	Your Name
Father's Name	Your Father's Name
Registration Number	10000000075
Roll Number	2201114805
Exam Date	06/11/2024
Shift	1
Exam Time	9:00 AM To 11:00 AM
Exam City	New Delhi
Status	Application Accepted

You have opted for your own Scribe. You need to provide the One Time Registration(OTR) number of your scribe to proceed further as Scribe registration has been made mandatory by the SSC.

Scribe registration can be done on the website of the Commission. If your Scribe is already registered and you have One Time Registration(OTR) please proceed.

Instructions:

- A person can not be a Scribe for more than one candidate in the same examination.
- Highest educational qualification of the Scribe has to be one step below the candidate's educational qualification.
- A candidate of this examination can not act as a Scribe for another candidate in the same examination.

Please enter your Scribe's OTR number

Enter Scribe's OTR number here...

If your Scribe is not available, you can opt for the Commission's Scribe. To opt for the Commission's Scribe, click 'yes'

☐ I confirm that I have read the SSC's Scribe procedure.

☐ I confirm that my Scribe's educational qualification is one step below my educational qualification.

☐ I will abide by the instructions given in the Admission Certificate.

☐ I understand that, if the above declaration is found to be incorrect at any stage, my candidature will be cancelled.

Download Admission Certificate

Download Scribe's Entry Pass



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Case-2(b): After submitting the OTR No. of their scribe, a One Time Password (OTP) will be forwarded to the scribe's registered mobile number. Upon submitting the OTP and making necessary declarations, candidates can download their Admission Certificate and their Scribe's Entry Pass.

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Staff Selection Commission

 

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Check Status of Admission Certificate

Examination
Junior Engineer (Civil, Mechanical & Electrical) Examination

Examination Year
2024

Check Status

Status of Admission Certificate for Junior Engineer (Civil, Mechanical & Electrical) Examination, 2024

Name	Your Name
Father's Name	Your Father's Name
Registration Number	10000000075
Roll Number	2201114805
Exam Date	06/11/2024
Shift	1
Exam Time	9:00 AM To 11:00 AM
Exam City	New Delhi
Status	Application Accepted

You have opted for your own Scribe. You need to provide the One Time Registration(OTR) number of your scribe to proceed further as Scribe registration has been made mandatory by the SSC.

Scribe [registration](#) can be done on the website of the Commission. If your Scribe is already registered and you have One Time Registration(OTR) please proceed.

Instructions:

- A person can not be a Scribe for more than one candidate in the same examination.
- Highest educational qualification of the Scribe has to be one step below the candidate's educational qualification.
- A candidate of this examination can not act as a Scribe for another candidate in the same examination.

Please enter your Scribe's OTR number

S0000124

If your Scribe is not available, you can opt for the Commission's Scribe. To opt for the Commission's Scribe, click 'yes'

Please enter OTP sent on Scribe's mobile number (XXXXXX8860)

Validate OTP in 1:53

☐ I confirm that I have read the SSC's [Scribe procedure](#).

☐ I confirm that my Scribe's educational qualification is one step below my educational qualification.

☐ I will abide by the instructions given in the Admission Certificate.

☐ I understand that, if the above declaration is found to be incorrect at any stage, my candidature will be cancelled.

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Case-3: Candidates who had initially opted for ‘Own Scribe’, but are now willing to opt for scribe provided by Commission, should click on ‘Yes’ (below the Scribe’s OTR number column). A declaration will then pop-up for the candidate to confirm his/ her choice. Upon confirming the same, the candidate will be able to download his/ her Admission Certificate. In all such cases, scribe will be provided by the Commission to the candidates.

Instructions:

- A person can not be a Scribe for more than one candidate in the same examination.
- Highest educational qualification of the Scribe has to be one step below the candidate's educational qualification.
- A candidate of this examination can not act as a Scribe for another candidate in the same examination.

Please enter your Scribe's OTR number

Enter Scribe's OTR number

If your Scribe is not available, you can opt for the Commission's Scribe. To opt for the Commission's Scribe, click on 'Yes'.

☐ I confirm that I have read the SSC's Scribe procedure and I am willing to withdraw my own Scribe.

☐ I confirm that I have read the SSC's Scribe procedure and I am willing to withdraw my own Scribe.

☐ I confirm that my Scribe is not a candidate in the same examination.

☐ I will abide by the SSC's Scribe procedure.

☐ I understand that, if I opt for the Commission's Scribe, my own Scribe will be withdrawn.

Confirm

Download Admission Certificate

Download Scribe's Entry Pass