

NOTICE

Subject: Selection Post Examination: Modification of procedure for conduct of scrutiny of documents and document verification (DV) by User Departments.

Candidates may refer to the Notice of Phase-XIII/2025/Selection Posts Examination published on the website of the Commission on 2nd June, 2025. The Commission has decided to implement a revised modality in so far as the scrutiny of documents and document verification (DV), leading to submission of DV reports by the User Departments to the Commission, is concerned. These changes will be applicable for Phase-XIII/2025 onwards and are enumerated as under:

- a) After the declaration of the result of Computer Based Examination (CBE), the candidates will upload their documents on the portal designated by SSC as is being done at present. Immediately after the timeline for uploading the documents by the candidates is over, all the documents will be e-mailed to the respective Nodal Officers of the concerned User Departments by SSC.
- b) The User Departments will conduct the scrutiny of the documents, keeping in view the provisions of the Notice of Examination including the educational and other qualifications mentioned in the said Notice.
- c) After completion of the scrutiny, the User Departments will send the Tentative Acceptance / Rejection List to the concerned Regional Office (RO) which will upload these lists on its website. While uploading these lists, the candidates will be informed that in case they wish to make

any representation against the Tentative Acceptance / Rejection List, they will submit the same directly to the concerned User Department. The address for correspondence with the User Departments concerned will also be indicated in these lists to facilitate the candidates wishing to make a representation.

- d) The User Departments will examine the representations received and after such examination, prepare the Final Acceptance / Rejection List. The same will again be sent to the concerned Regional Office (RO) which will upload them on its website.
- e) If a Post Category carries Skill Test, the User Department will issue call letters and conduct Skill Tests, if the skill test falls within their domain, and submit the Skill Test report to the RO concerned. Call letters for Skill Tests which fall within the domain of SSC will be issued by the Regional Office concerned.
- f) Thereafter, the User Department will schedule the document verification of the candidates whose candidature has been accepted as per the result of scrutiny of documents and Skill Test, if any. The User Department will issue a call letter to each such candidate indicating, amongst other things, the time and venue at which the candidates have to appear for document verification. A schedule of the DV for the post in question will also be shared with the concerned Regional Office which will upload the same on its website for information of the candidates.
- g) In the case of Posts which do not carry any Skill Test, the User Departments will proceed with the next step i.e., conduct of DV after

the Final Acceptance / Rejection List has been uploaded. In the case of those Posts where Skill Test falls within the domain of SSC, the result of the Skill Test will be shared by the RO concerned with the UD, after which the DV will be conducted by the UD.

h) After completion of DV, the User Department will share the DV report with the Regional Office concerned which will process it further for declaration of the result / select list of the post in question.

2. These modifications will override the relevant provisions of Notice of Phase-XIII/2025/Selection Posts Examination published on 2nd June, 2025 to the extent they are in contravention with the procedure mentioned above and, accordingly, may be treated as modified to that extent.

Under Secretary to the Govt. of India

Dated: 03.03.2026