

HQ-IT014/5/2025-IT (Comp. No.:13224)
Staff Selection Commission
(IT Section)

Subject: Information regarding the City of Examination, Admission Certificate and Scribe Entry Pass for the candidates of Multi-Tasking (Non-Technical) Staff and Havaldar (CBIC & CBN) Examination, 2025 (Computer Based Examination).

In terms of Notice No. HQ-IT018/4/2024-IT (Comp. No.:10517) dated 16.01.2026, the candidates of Multi-Tasking (Non-Technical) Staff and Havaldar (CBIC & CBN) Examination, 2025 (CBE) are hereby informed that the details of the City of Examination are now available. The candidates may view the same by logging in through the designated login module on the website of the Commission (<https://ssc.gov.in/>).

2. The 'Admission Certificate' and Scribe Entry Pass for the said examination will tentatively be available for download 02/03 days prior to date of examination. The same can be accessed through the designated login module on the website of the Commission (<https://ssc.gov.in/>) in a similar manner. Detailed instructions in this regard are available in the Notice published on 26.06.2025 on the website of the Commission.
3. The candidates availing the 'Own Scribe' facility may require to do fresh Scribe registration on the Commission's website, as the registration of scribes prior to 05.11.2025 were disposed off.
4. The Scribe registration has now been integrated with the Aadhaar Authentication. Therefore, it is mandatory that all such personnel, willing to enroll/ appear as a scribe, may complete their fresh registration on the Commission's website.
5. Candidates who are willing to avail the 'Own Scribe' facility in Computer Based Examination of Multi-Tasking (Non-Technical) Staff and Havaldar (CBIC & CBN) Examination, 2025 will be required to submit their Scribe's registration number for generation of their Scribe's Entry Pass. It has been decided by the Commission that the maximum permissible age limit of personnel appearing as own Scribe will be 20 years as per the updated policy issued vide F. N. PP001/14/2024-PP (e-10280) dated 04.11.2025. Rest of the guidelines regarding the Scribe facility will remain same as per the notice of the examination.
6. Candidates who have opted for 'own scribe' will be able to map their Scribe OTR till 02.02.2026 (11 pm). **Scribe Entry Pass will be generated only for those candidates who successfully map their Scribe OTR.**