

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 is available on the website of the Commission (<https://ssc.gov.in/>).

3. As already informed vide previous Notices, candidates who opt for 'Own Scribe' would require providing 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, in partial modification to the earlier notice dated 30.10.2024, 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  
08.01.2025

**Case-1:** Candidates who had not opted for 'Own Scribe' in their Application form can check their city of examination & shift details by logging in through the designated login module on the website of the Commission (<https://ssc.gov.in>).

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← Dashboard > Admission Certificate Status

### Check Status of Admission Certificate

Examination:  Examination Year: 2024

### Status of Admission Certificate

Name	Your Name
Father's Name	Your Father's Name
Registration Number	1000000075
Roll Number	2201114805
Exam Date	<input type="text"/>
Shift	<input type="text"/>
Exam Time	<input type="text"/>
Exam City	New Delhi
Status	Application Accepted

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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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profile

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### Check Status of Admission Certificate

Examination  Examination Year 2024

### Status of Admission Certificate

Name	Name Of the Candidate
Father's Name	Father's name
Registration Number	1000000000
Roll Number	8001000001
Exam Date	<input type="text"/>
Exam Time	<input type="text"/>
Exam City	Vijayawada
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

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

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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.

**Note-1:** Admission Certificate & Scribe Entry Pass will be made available tentatively before 04 days of the commencement of the examination.

**Note-2:** Candidates who have opted for 'Own Scribe' would require to register their scribe on the Commission's website upto 05 days (tentatively) before the commencement of the examination.

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← Dashboard > Admission Certificate Status

### Check Status of Admission Certificate

Examination:  Examination Year: 2024

### Status of Admission Certificate

Name	Your Name
Father's Name	Your Father's Name
Registration Number	1000000075
Roll Number	2201114805
Exam Date	<input type="text"/>
Shift	<input type="text"/>
Exam Time	<input type="text"/>
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

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 (XXXXXX8880)

Validate OTP in 1:53

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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.

The screenshot displays a web interface with a modal dialog box titled "Withdraw Own Scribe". The dialog box contains a single checkbox with the text: "I confirm that I have read the SSC's Scribe procedure and I am willing to withdraw my own Scribe." Below the checkbox is a "Confirm" button. In the background, a form is visible with the heading "Please enter your Scribe's OTR number" and a text input field. Below the input field, there is a red error message: "If your Scribe is not available, you can opt for the Commission Scribe. To opt for the Commission Scribe, click on 'Yes'." Below the error message are several checkboxes, including "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 available", "I will abide by the SSC's Scribe procedure", and "I understand that...". At the bottom of the form, there are two buttons: "Download Admission Certificate" and "Download Scribe's Entry Pass".