



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक स12-,केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003.

**Government of India,
Ministry of Personnel, Public
Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi
Road, New Delhi - 110003.**

IMPORTANT NOTICE

F.No. 3/6/2021-P&P-I (Vol.I): Aspiring candidates of Combined Graduate Level Examination, 2021 may note the following important instructions regarding uploading of photographs and correction of online Application data:-

(a) Instructions for photographs:

- (i) In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.
- (ii) If the proper photograph is not uploaded by a candidate, his candidature will be liable to be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at **Annexure-I**.

(b) Window for Application Form Correction:

- (i) The Commission will provide a period of 5 days to enable candidates to correct/ modify online application parameters, after the closing date for receipt of online applications, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.

- (ii) A candidate will be allowed to correct and re-submit his corrected application two times during the 'Window for Application Form Correction' i.e. if he has made mistake in his updated application also, he will be allowed to submit one more corrected application after making requisite corrections/ modifications. No more corrections in the application form will be allowed under any circumstances.
- (iii) Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.
- (iv) Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be ignored.
- (v) The Commission will levy a uniform correction charges of ₹ 200/- for making correction and submitting modified/ corrected application for the first time and ₹ 500/- for making correction and submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ categories.
- (vi) The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.
- (vii) The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- (viii) Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

Sd/-

Under Secretary to Govt. of India

Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

Extra Colour



Too close



With hat/cap



Blur Photographs



Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles

