



Dream2Learn

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## SSC MTS & Havaldar – Complete Guide



### 1. Posts and Departments

Post	Group	Departments
<b>MTS (Multi-Tasking Staff)</b>	Group C, Non-Gazetted, Non-Ministerial	Various Ministries/Departments/Offices of Government of India
<b>Havaldar</b>	Group C, Non-Gazetted	CBIC & CBN (Department of Revenue, Ministry of Finance)



### 2. Vacancies (2024 Tentative)

Post	Vacancies
MTS	4887
Havaldar (CBIC & CBN)	3439
<b>Total</b>	<b>8326</b>



### 3. Eligibility Criteria



#### Nationality

- Indian citizens, or as per Clause 5 (citizens of Nepal, Bhutan, Tibetan refugees, or Indian origin migrants from specific countries with eligibility certificates).



#### Age Limit (as on 01.08.2025)

Post	Age Range
<b>MTS (most posts)</b>	18–25 years
<b>Havaldar &amp; some MTS posts</b>	18–27 years



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## Age Relaxation

Code	Category	Age Relaxation
01	SC/ST	5 years
02	OBC	3 years
03	PwBD (UR)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen	3 years (after military service deduction)
08	Disabled Defence (UR/OBC/EWS)	3 years
09	Disabled Defence (SC/ST)	8 years
10	Central Govt. Employees (3+ years)	Up to 40 years
11	Central Govt. Employees – SC/ST	Up to 45 years
12	Widows/Divorced Women (not remarried)	Up to 35 years
13	Widows/Divorced Women (SC/ST)	Up to 40 years

## Educational Qualification

- **10th pass (Matriculation)** from a recognized Board by **01.08.2024**

## 4. Reservation & PwBD Details

- **Categories:** SC, ST, OBC, EWS, PwBD, ESM
- **PwBD Eligible for MTS:** B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD, ID, SLD, MI, MDy, SD/SI
- **PwBD Eligible for Havaladar:** HH, OA, OL, OAL, LC, AAV
- **Exempted from PET/PST (Havaladar):** OL, OAL, LC, AAV (if orthopedic)

## 5. Examination Scheme

### Computer-Based Examination (CBE)

Held in **two sessions on the same day:**



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Session	Subject	Qs	Marks	Negative Marking
<b>I</b>	Numerical Ability	20	60	✗ None
	Reasoning & Problem Solving	20	60	✗ None
<b>II</b>	General Awareness	25	75	✓ -1/answer
	English Language	25	75	✓ -1/answer

- **Duration:** 45 mins/session (60 mins/session for scribes)
- **Final merit** based only on **Session-II** (normalized scores)

## 6. Syllabus Overview

### Numerical & Mathematical Ability

- Integers, LCM/HCF, Decimals, BODMAS
- Percentages, Ratio & Proportion, Work & Time
- Profit & Loss, SI, Area/Perimeter, Time/Distance
- Graphs & Data Interpretation, Squares & Roots

### Reasoning Ability & Problem Solving

- Series, Coding-Decoding, Analogy, Direction Sense
- Clock & Calendar, Diagrams, Age Problems, Jumbling

### General Awareness

- History, Geography, Civics, Art & Culture
- Economics, Environment, Science, Current Affairs

### English Language & Comprehension

- Grammar, Vocabulary, Synonyms/Antonyms
- Sentence Structure, Correct Usage, Comprehension



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## 7. Physical Standards (Havaldar Only)

### PET (Physical Efficiency Test)

Gender	Task
Male	Walk 1600 m in 15 minutes
Female	Walk 1 km in 20 minutes

### PST (Physical Standard Test)

Gender	Height	Other
Male	157.5 cm (relaxable)	Chest: 81 cm + 5 cm expansion
Female	152 cm (relaxable)	Weight: 48 kg (relaxable)

## 8. Application Process

- **Mode:** Online only at <https://ssc.gov.in>
- **One-Time Registration (OTR):** Mandatory
- **Fee:** ₹100 (*Exempted: SC/ST/Women/ESM/PwBD*)

### Uploads Required:

- **Live Photograph** (via webcam/mobile)
- **Signature:** JPG/JPEG, 10–20 KB

## 9. Languages of Examination

Exam available in **15 languages:**

- **English, Hindi** + Assamese, Bengali, Gujarati, Kannada, Konkani, Malayalam, Manipuri, Marathi, Odia, Punjabi, Tamil, Telugu, Urdu



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## 10. Selection Process

Stage	MTS	Havaldar
CBE (Online Exam)	✓	✓
PET/PST	✗	✓
Document Verification	✓	✓

- Final selection based on Session-II performance
- Allocation based on merit, preferences, PET results (for Havaldar)

## 11. Post Preference & Allotment

- Preferences taken for Post + State/UT/CCA
- Allocation based on:
  - a. Merit (Session-II normalized score)
  - b. Post/State preference
  - c. PET qualification (for Havaldar)
  - d. Age group eligibility

## 12. Tie-Breaking Rules

If two or more candidates score equally:

1. Higher marks in General Awareness
2. Older candidate (by DOB)
3. Alphabetical order of names

## 13. Document Verification (DV)

Required Documents (original + photocopy):

- 10th Certificate



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- **Category Certificate (SC/ST/OBC/EWS)**
  - **PwBD/ESM/NOC/Medical Certificates** (if applicable)
- 

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