

HQ-IT018/4/2024-IT (Comp. No.:10517)  
Staff Selection Commission  
(IT Section)

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Subject: Self-Slot Selection by the candidates for Computer Based Examination of Multi-Tasking (Non-Technical) Staff and Havaladar (CBIC & CBN) Examination, 2025 – reg.

The Computer Based Examination for Multi-Tasking (Non-Technical) Staff and Havaladar (CBIC & CBN) Examination, 2025 has been scheduled from 4<sup>th</sup> February, 2026 onwards.

2. The Commission has extended the facility of choosing the examination city and block of dates as per candidates' choice. For availing this facility, the candidates will have to login into the candidate portal and exercise their choice for slot selection for the examinations. The window for slot selection will be opened **from 16.01.2026 to 25.01.2026 (11:00 PM)**.

3. Moreover, candidates may note that option once submitted by the candidates will be considered final. **No further changes to the selected slot will be allowed and no representation in this regard will be entertained by the Commission.**

4. The City Live will be done on 30.01.2026 and Admission Certificates for the candidates will be generated 2/3 days ahead of the date of their examination, in accordance with the existing policy of the Commission.

5. If a candidate fails to exercise the slot selection option within the prescribed time limit, such candidate can confirm their willingness to appear in the Examination through the Feedback Module latest by **28.01.2026 (11:00 PM)**. In respect of candidates who fail to confirm through above two windows, it will be inferred that they are not intending to appear in the examination and their Admission Certificate WILL NOT BE GENERATED. **The decision of the Commission regarding the slot allocation shall be done on best effort basis and the same shall be final and binding.**

Under Secretary to the Government of India  
16.01.2026