



सत्यमेव जयते

ANNUAL REPORT 2008-2009

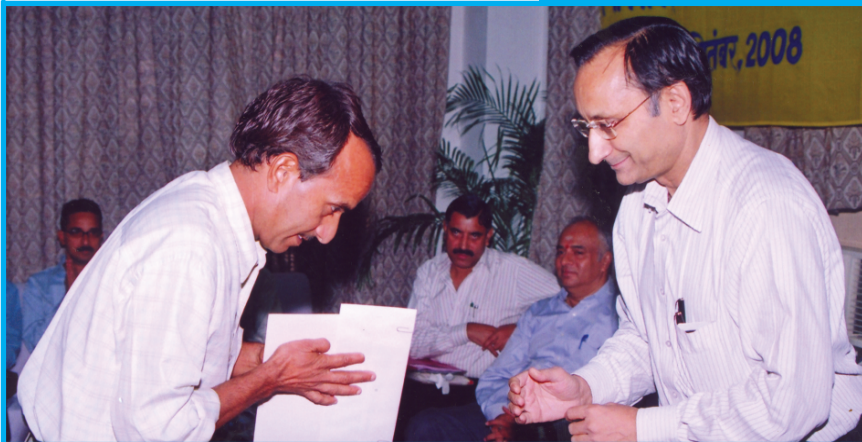


कर्मचारी चयन आयोग
STAFF SELECTION COMMISSION

GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances & Pensions

FOUNDATION DAY CELEBRATION AND HINDI PAKHWARA

26th September, 2008



ANNUAL REPORT 2008-2009



कर्मचारी चयन आयोग
STAFF SELECTION COMMISSION



सत्यमेव जयते

STAFF SELECTION COMMISSION
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12, Kendriya Karyalay Parisar, Lodhi Road, New Delhi

ABBREVIATIONS USED

AC	Admission Certificate/Acknowledgement Card
AFHQ	Armed Forces Headquarters
ARC	Administrative Reforms Commission
ASTT	Assistant
BSF	Border Security Force
CAG	Comptroller & Auditor General
CBI	Central Bureau of Investigation
CE	Central Excise
CGE	Clerks Grade Examination
CGL	Combined Graduate Level
CISF	Central Industrial Security Force
CML	Combined Matric Level
CONF	Confidential
CPOs	Central Police Organisations
CR	Central Region
CRFS	Central Recruitment Fee Stamp
CRPF	Central Reserve Police Force
CSCS	Central Secretariat Clerical Service
CSSS	Central Secretariat Stenographers Service
DAVP	Directorate of Advertising & Visual Publicity
DD	Deputy Director
DOPT	Department of Personnel & Training
DP	Delhi Police
DS	Deputy Secretary
EDP	Electronic Data Processing
ER	Eastern Region
ER	Examination Reform
EHQ	Examination Headquarters
EXS	Ex-Servicemen
FC	Facilitation Counter

ABBREVIATIONS USED

HH	Hearing Handicapped
HQ.	Headquarters
IFS	Indian Foreign Service
INV	Investigator
IPOs	Indian Postal Orders
ISTM	Institute of Secretariat Training & Management
IT	Income Tax
ITBP	Indo-Tibetan Border Police
JD	Joint Director
JE	Junior Engineer
JT	Junior Translator
KKR	Kerala Karnataka Region
LDC	Lower Division Clerk
MC	Medical Certificate
MCD	Municipal Corporation of Delhi
MPR	Madhya Pradesh Region
NDMC	New Delhi Municipal Council
NER	North Eastern Region
NOC	No Objection Certificate
NQ	Not Qualified
NR	Northern Region
NWR	North Western Region
OBC	Other Backward Classes
OBC-CL	Other Backward Classes In Creamy Layer
OBC-NCL	Other Backward Classes Not In Creamy Layer
OH	Orthopaedically Handicapped
OMR	Optical Marks Reader
PET	Physical Endurance / Efficiency Test
PH	Physically Handicapped
P&P	Policy & Publicity

ABBREVIATIONS USED

PT	Preliminary Test/Personality Test/ Proficiency Test
QPT	Qualified for Personality Test
R&A	Research & Analysis
RD	Regional Director
RHQ	Recruitment Headquarters
R&I	Receipt & Issue
SC	Scheduled Caste
SICPO	Sub-Inspector in Central Police Organisation
SO	Section Officer
SO (A)	Section Officer (Audit)
SO (C)	Section Officer (Commercial Audit)
SPSC	State Public Service Commission
SR	Southern Region
ST	Scheduled Tribe
TREX	Transmission Executive
UDC	Upper Division Clerk
UPSC	Union Public Service Commission
UR	Unreserved
US	Under Secretary
VH	Visually Handicapped
WE	Written Examination
WR	Western Region

STAFF SELECTION COMMISSION

(2008 – 2009)

HEADQUARTERS OFFICE

HON'BLE CHAIRPERSON	Dr. (SMT.) C T MISRA+ SMT. VIBHA PURI DAS++
HON'BLE MEMBER – I	SMT. PRATIBHA MOHAN
HON'BLE MEMBER – II	SHRI V.KANNAN
SECRETARY-CUM-CONTROLLER OF EXAMINATIONS	SHRI K K LAMBA @

REGIONAL OFFICES (REGIONAL DIRECTORS)

CENTRAL REGION	SHRI A.K.MISHRA
EASTERN REGION	SHRI SUBRAT DAS
KERALA KARNATAKA REGION	SHRI AMOL KAMAT# SHRI S. GOPALAN ##
NORTHERN REGION	SHRI K.K.LAMBA* SHRI S.A.M.NAQVI**
NORTH EASTERN REGION	Vacant from 4.11.2008
SOUTHERN REGION	SMT. SUBHADRA S. \$ SMT. R.BHAGYA DEVI \$\$
WESTERN REGION	SHRI G.P. AGARWAL

SUB-REGIONAL OFFICES (DEPUTY DIRECTORS)

SUB-REGIONAL OFFICE, MADHYA PRADESH, RAIPUR	SHRI S.K. SHUKLA
SUB-REGIONAL OFFICE NORTH WESTERN REGION, CHANDIGARH	SHRI NAVEEN SEHGAL

+	till 27.10.2008
++	31.10.2008 to 23.4.2009 additional charge
@	till 27.10.2008 as additional charge
#	till 20.1.2009
##	w.e.f. 21.1.2009
*	till 27.10.2008
**	wef 27.10.2008
\$	till 31.8.2008
\$\$	w.e.f. 6.02.2009

**HON'BLE CHAIRPERSONS
OF
THE STAFF SELECTION COMMISSION
(SINCE 01.07.1976)**

Sl. No.	NAME	FROM	TO
1.	Shri Saiyid Hamid	01.07.1976	16.06.1980
2.	Smt. Inderjit Kaur	10.07.1980	10.07.1985
3.	Shri S.C. Mittal	23.07.1985	23.07.1990
4.	Shri S.N. Bajpe	23.07.1990	12.07.1994
5.	Shri B. Sankaran	28.11.1994	09.11.1998
6.	Shri K.M. Lal	11.01.1999	21.06.2002
7.	Shri B.K. Misra	24.06.2002	19.10.2004
8.	Shri I.M.G. Khan	28.11.2005	12.01.2006
9.	Shri Brahm Dutt	13.01.2006	30.10.2006
10.	Dr. (Smt.) C T Misra	30.10.2006	27.10.2008
11.	Shri. N.K. Raghupathy	24.04.2009	Continuing

**HON'BLE MEMBERS
OF
THE STAFF SELECTION COMMISSION
(SINCE 01.07.1976)**

Sl. No.	NAME	FROM	TO
1.	SHRI H.N. TRIVEDI	01.11.1976	31.12.1979
2.	SHRI AMAR SINGH	07.01.1980	19.12.1982
3.	SHRI B.R.R. IYENGER	08.03.1983	07.03.1988
4.	SHRI N.K. AGGARWAL	17.07.1986	16.07.1991
5.	SHRI S.N. BAJPE	11.01.1989	22.07.1990
6.	SHRI A. JAYARAMAN	10.10.1990	09.10.1995
7.	SHRI A.K. SINGHAL	01.12.1991	11.01.1993
8.	SHRI GURBACHAN SINGH	05.01.1996	04.01.2001
9.	SHRI S.S. ROY	16.03.1998	04.08.1998
10.	SHRI D.S. MUKHOPADHYAY	25.02.1999	15.11.2000
11.	SHRI R.K. TANDON	30.03.2001	24.01.2004
12.	SHRI PARKASH CHANDER	16.08.2001	15.08.2006
13.	SMT PRATIBHA MOHAN	08.10.2004	07.10.2009
14.	SHRI V. KANNAN	05.05.2008	Continuing

STAFF SELECTION COMMISSION

ANNUAL REPORT 2008-2009

CONTENTS

S.No.	CHAPTER	PAGES
I.	Executive summary	10
II.	Functions and Organizational structure of Staff Selection Commission	12
III.	The year 2008-09 in Retrospect	18
IV.	Recruitment Activities conducted during the year 2008-09	28
V.	Selection Through Interview	38
VI.	Examination Centres	46
VII.	Performance of Women Candidates	51
VIII.	Progressive use of Hindi in the Staff Selection Commission	56
	APPENDICES	
I.	Text of Resolutions Constituting the Staff Selection Commission	59
II.	Organizational Chart of Staff Selection Commission	76
III.	Regional Offices/Sub-Regional Offices and their operative jurisdiction	77
IV.	Name/Pay Scale/Strength of various posts	80
V.	Income and Expenditure of Staff Selection Commission.	89
VI.	Number of Candidates Applied	90
VII.	Location of Regional/Sub-Regional Offices	91

CHAPTER-I

EXECUTIVE SUMMARY

1. The Staff Selection Commission has been entrusted with the function of making recruitment to Group 'C' non-technical and Group 'B' non-gazetted posts in various Ministries/ Departments of Government of India and their attached and subordinate offices except those for which recruitment is made by the Railway Recruitment Boards and Industrial Establishments.

(Chapter II)

2. The task of conducting Departmental Examinations for (i) Promotion from Group 'D' to LDC Grade, (ii) Promotion from LDC to UDC Grade and (iii) Promotion from Stenographer Grade 'D' to Stenographer Grade 'C' has been entrusted to Staff Selection Commission. The Commission also holds Periodical Typewriting Tests in English and Hindi.

(Chapter-II)

3. The Staff Selection Commission has a nationwide network of nine Regional / Sub-Regional Offices. Regional Offices are located at Allahabad, Bangalore, Chennai, Guwahati, Kolkata, Mumbai , New Delhi, and Sub-Regional Offices are located at Chandigarh and Raipur.

The Regional/Sub-Regional Offices implement the policies and programmes of the Staff Selection Commission which include holding of Examinations at various centres of the country with the help of the State Government Authorities, conducting interviews of candidates in Regions and nominating the selected candidates to the user departments.

(Chapter-II)

CHAPTER-I

4. Eight All India Open Examinations and three Departmental Examinations were conducted by the Commission during the year 2008-09 in addition to the selections made through interview for certain categories of posts, the details of which are given in Chapter V.

(Chapter – IV & V)

5. A total No. of 993856 candidates applied for the eight All India Open Examinations, 53411 candidates for Selection Posts and 2277 candidates for Departmental Examinations during the year 2008-09.

(Chapter-IV & V)

6. The Commission organized its major examinations through a network of 98 Examination Centres at 438 examination venues in the morning shift and 430 examination venues in the afternoon shift.

(Chapter-VI)

7. The Commission nominated 6028 candidates for appointment to various posts through All India Open Examinations and 276 candidates against Selection Posts during the year 2008-09.

(Chapter-III)

8. In compliance of various provisions of the Official Language Act, 1963 and Official Language Rules, 1976, the Commission continued to make efforts for increasing the use of Hindi in official work during the year under report.

(Chapter-VIII)

CHAPTER-II

FUNCTIONS AND ORGANIZATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

2.1 FUNCTIONS

Though, as per Article 320 of the Constitution, the examinations for recruitment to all posts and services of the Central Government are required to be conducted by the UPSC, the Estimates Committee of Parliament in its 47th Report (1967-68) recommended the setting up of a Service Selection Commission for taking over from the UPSC examinations for recruitment to lower category of posts. Pursuant to this, and as an interim measure, an Examination Wing was added to the Institute of Secretariat Training and Management of Government of India.

2.1(A) The Administrative Reforms Commission (ARC), in their Report on Personnel Administration, drew attention to the fact that the bulk of the staff of the Government at the Centre and in the States belonged to Class III and Class IV categories. Referring to the identical nature of qualifications stipulated for entry into such posts in various offices, the ARC advocated pooling of requirements of non-technical posts by different departments and selection of personnel either by joint recruitment or through a Recruitment Board. After a careful consideration of this recommendation, the Government of India decided to constitute the Subordinate Services Commission vide the Department of Personnel and Administrative Reforms' Resolution No. 46/1/(S)/74-Estt. 'B', dated the 4th November, 1975 (Appendix-I).

2.1(B) Accordingly, a Commission was constituted called Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission (SSC) effective from the 26th September, 1977 to make recruitment to various Class III now Group 'C' non-technical posts in the various Ministries/Departments of the Government of India and in subordinate / attached Offices . The functions of the Staff Selection Commission have been enlarged from time to time. From May, 1999, the Commission took over recruitment to all Group 'B' non-gazetted post in the pay scale the maximum of which is less than Rs.10,500 (pre-revised) from the Union Public Service Commission. From November 2003, the Central

CHAPTER-II

Government has further authorized the Commission to make recruitments to all such Non-Gazetted posts that carry the scale of pay of Rs.6, 500-10,500(pre-revised).

2.1 (C) The functions of the Staff Selection Commission as per Resolution No. 39018/1/98-Estt (B) dated 21.05.1999 and its subsequent amendments vide Resolution No. 24012/8-A/2003-Estt (B) dated 13.11.2003 and 29.09.2005, are given as under :-

- (a) To make recruitment to:
- (i) all Group "B" non-gazetted posts carrying the pay scale up to Rs. 6,500-10,500(pre-revised) in the various Ministries/Departments of the Government of India and their Attached and Subordinate Offices.
 - (ii) all non-technical Group "C" posts in the various Ministries/Departments of the Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempted from the purview of the Staff Selection Commission.
- (b) To conduct examinations and/or interviews, whenever required, for recruitment to the posts within its purview.
- (c) To hold Competitive Examinations for recruitment to :
- (i) the posts of Lower Division Clerks in various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service/Indian Foreign Service (B)/Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service;
 - (ii) the posts of Grade C and Grade D Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service(B)/Railway Board Secretariat Service; and Stenographers in the other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services;
 - (iii) the posts of Assistants in various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/IFS(B)/Railway Board Secretariat Service/Armed Forces Head-quarters Civil Service;
 - (iv) the posts of Inspectors of Central Excise in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom Houses

CHAPTER-II

- and Assistant Enforcement Officers in Directorate of Enforcement.
- (v) the posts of Sub-Inspectors in Central Bureau of Investigation and Central Police Organizations .
 - (vi) the posts of Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached/Subordinate Offices of the Government of India.
 - vii) the posts of Junior Hindi Translators / Junior Translators in Government of India.
 - viii) the posts of Section Officer (Commercial Audit) in the office of Comptroller and Auditor General of India.
 - ix) the posts of Section Officer (Audit) in Government of India.
 - x) the posts of Investigators in Government of India.
 - xi) the posts of Junior Engineers (Civil and Electrical) in Central Public Works Department (CPWD) of Government of India.
 - xii) The posts of Tax Assistants in different charges of Commissioner of Income Tax / Central Excise.
- (d) To hold Departmental Examinations for
- (i) promotion from Group "D" to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Head-quarters Clerical Service;
 - (ii) promotion from Lower Division Clerks to Upper Division Clerks Grade of the Central Secretariat Clerical Service and equivalent in Indian Foreign Service (B) / Railway Board Secretariat Clerical Service/Armed Forces Head-quarters Clerical Service; and
 - (iii) promotion from Stenographers Grade "D" to Stenographers Grade "C" of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B) / Railway Board Secretariat Stenographers Service/Armed Forces Head-quarters Stenographers Service.
- (e) To conduct periodical Typewriting Test in English and Hindi.
- (f) To conduct periodical Stenography Test for promotion of LDCs / UDCs to Stenographer Grade 'D'
- (g) To prepare schemes for recruitment to all Group "B" Non-Gazetted posts carrying the pay scale up to Rs. 6500-10,500 and Group "C" non-technical posts in the Ministries/Departments of the Government of India including its Attached and Subordinate Offices in consultation with the Departments concerned;
- (h) To conduct examinations/selections for recruitment to all Group "B"

CHAPTER-II

Non-Gazetted Posts carrying the pay scale up to Rs.6,500-10,500 and Group "C" non-technical posts in the Ministries/Departments of the Government of India and their Attached and Subordinate Offices.

Keeping in view the credentials of this Commission in handling the recruitment for Government of India, the Andaman & Nicobar Islands Administration approached the Commission through the Department of Personnel & Training, Government of India, for making recruitment to various posts of LDC / Steno (OG) / Statistical Investigator / Junior Engineers/ Dy. Field Officer etc., for them. The Commission has acceded to the request made by the Andaman & Nicobar Administration to hold the aforesaid examinations. The Commission is conducting the whole process of recruitment including the vetting of Notices, fixing the date(s) of the examination, structuring the scheme and syllabus, preparation and supply of Question Papers, conducting the Examination, evaluation of answer sheets and preparation of results of the examinations.

- (i) To perform such other functions as may be entrusted to it by the Central Government from time to time.

2.2 ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

A Chairman heads Staff Selection Commission with two Members and a Secretary-cum-Controller of Examinations who also heads the Secretariat of the Commission. The sanctioned strength of Commission's staff as on 31.3.2009 was 496, including its Headquarters at New Delhi and Regional and Sub-Regional offices. 42 posts belong to Group 'A', 163 to Group 'B', 178 to Group 'C' and 113 to Group D. 105 posts are gazetted out of the total sanctioned strength of 496 persons and 223 (44.95 percent) are at the Headquarters.

Manpower distribution among Regional/Sub-Regional Offices is 38 in Central Region, 41 in Eastern Region, 27 in Karnataka and Kerala Region, 37 in Northern Region, 22 in North Eastern Region, 36 in Southern Region, 36 in Western Region, 18 in Madhya Pradesh Sub-Region and 18 in North-Western Sub-Region.

Details regarding nature of posts, their scale of pay, break-up of staff strength in Headquarters and Regional Offices can be seen in Appendix IV. An Organizational Chart of the Commission is given at Appendix-II.

CHAPTER-II

2.3 REGIONAL NETWORK

Unlike other Public Service Commissions, the Staff Selection Commission has a regional network of its own. This is a unique feature, which has facilitated in forging of effective links with the State Governments and Central Government Offices located in the States. The regional network has been of particular relevance in the conduct of the Commission's examinations at different centres.

2.3(A) The Resolution under which the Staff Selection Commission has been constituted specifically provides for opening more Regional/Sub-Regional Offices of the Commission at such other places as it considers necessary with the approval of the Department of Personnel and Training.

2.3(B) The Staff Selection Commission has nine Regional / Sub-Regional Offices in different parts of the country. These Regional / Sub-Regional Offices are responsible for smooth and peaceful conduct of the examinations. They provide administrative support to the Headquarters for performing various activities involved in the smooth conduct of examinations, like receipt of applications from the candidates, Electronic Data Processing of applications, issue of Admit Cards (ACs) to the candidates, booking of venues at various centres within their jurisdiction in consultation with the District Authorities, sending examination material, other than centrally despatched materials, to the Centre Supervisors and appointment of Invigilators and Inspecting Officers at various examination centres. Further, Regional Offices are also responsible for organizing the Interviews / Physical Endurance / Efficiency Test (PETs)/ Skill test, wherever required, either at the Regional Headquarters or at other major cities within the respective regions.

The Regional Offices are also responsible for contacting various Government of India offices located in the States within their jurisdiction and collect vacancies for consolidation and communication to SSC Hqrs. After declaration of the result by the SSC Hqrs., the Regional Offices are required to allocate the candidates to the user departments as per their requirement, after thorough scrutiny of their eligibility. Policy decisions taken by the SSC Hqrs. are implemented by the Regional Offices in letter and spirit.

Operational problems and other related issues, if any, are referred to Hqrs. by the Regional / Sub-Regional Offices. Prompt, smooth and continuous communication between Regional / Sub-Regional Offices and Headquarters has been ensured to facilitate resolution of the problems and issues.

CHAPTER-II

Details regarding dates of setting up of Regional Offices, their location/address and area of jurisdiction are available in Appendix III, III-A, & III-B .

- 2.4 EXPENDITURE INCURRED AND FEE CHARGED FROM CANDIDATES**
The Commission has its Budget allocation under Major Head “2051” "Public Service Commission; Minor Head 00.103 - Staff Selection Commission". The expenditure in the setting up of any Regional / Sub Regional Offices of the Commission and working of the Commission is met entirely by the Government of India. The Commission is, however, entitled to collect from the candidates a fee for the various examinations / selections conducted by it. Candidates belonging to SC, ST, PH and EXS categories and women candidates (w.e.f. 2009) are exempted from payment of any fee. The Commission, in consultation with the Government of India, determines the fee structure. Major source of income for the Commission is examination fee and its mode of collection of fee is Central Recruitment Fee Stamp (CRFS). These stamps are available at all Post Offices of the Country. Candidates are required to affix these stamps in the space earmarked for the purpose in the Application Form.

The statement of income and expenditure of the Commission since its inception is presented in Appendix-V & V-A.

CHAPTER-III

THE YEAR 2008-09 IN RETROSPECT

- 3.1. The year 2008-09 was marked by sustained efforts to streamline examination activities especially in multi-tiered examinations, and improvement in result processing of various recruitments by the Commission. The continuing process of generating a time bound candidate friendly performance through experimenting, innovating and refining its tools so as to achieve its targets within reasonable time in order to meet the aspirations of job-seekers and requirements of user Departments, is the hallmark of the Commission.
- 3.2 The most important item of work of the Commission is holding of Examinations as per schedule. The process requires meticulous planning and elaborate prioritization of the work which takes into consideration the minutest details and close and effective monitoring of various items of the work besides taking care of examination schedule of various other Recruiting Organisations. Eight All India Open Examinations and two Departmental Examinations were held during the year 2008-2009.
- 3.3 The Commission gives wide publicity – intensive as well as extensive-to all its Notices, results and other related information through Employment News / Rozgar Samachar. Shorter versions of the Notices are also published in leading Newspapers all over the country in the case of Major examinations. Advertisements relating to Selection Posts are released in select dailies of regional importance. Detailed notices are hosted on the website of the Commission and its Regional Offices.
- 3.4(I) 9,93,856- applications were received during 2008-09 for the eight All India Open Examinations.
- 3.4(ii) Results of five examinations held in the previous year and one conducted during the year were declared and 6028 candidates were recommended for appointment from the eight All India Open Examinations and 276 through Selection Posts. *Besides, 285 candidates were recommended through Departmental Examinations.* The details of Region-wise and Category-wise candidates nominated through All India Open Examinations and against the Selection posts during the year 2008-09 are given hereunder:

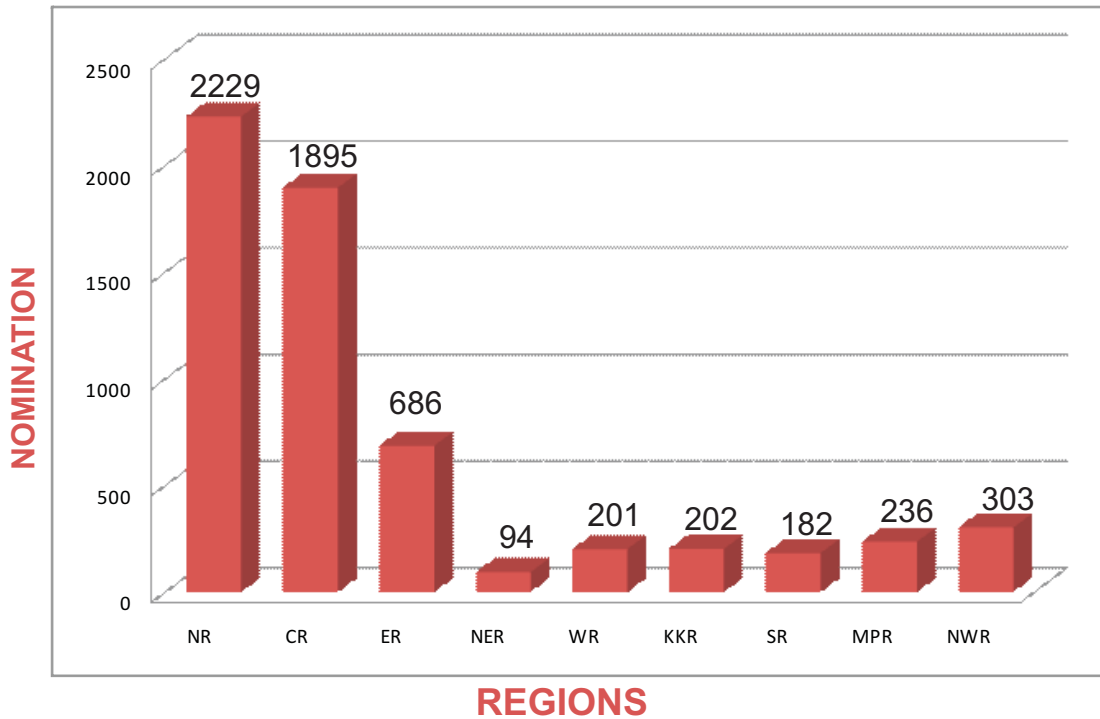
CHAPTER-III**REGION-WISE NUMBER OF CANDIDATES RECOMMENDED
FOR APPOINTMENT DURING 1.4.2008 TO 31.3.2009
UNDER DIFFERENT CATEGORIES****OPEN RECRUITMENTS**

REGION	UR	SC	ST	OBC	ExS	PH	Total
NR	865	411	300	561	41	51	2229
CR	809	168	23	800	22	73	1895
ER	290	99	41	185	53	18	686
NER	11	11	49	18	3	2	94
WR	56	41	16	68	8	12	201
KKR	88	17	1	82	12	2	202
SR	37	31	8	92	7	7	182
MPR	104	33	10	76	3	10	236
NWR	155	56	15	59	3	15	303
TOTAL	2415	867	463	1941	152	190	6028

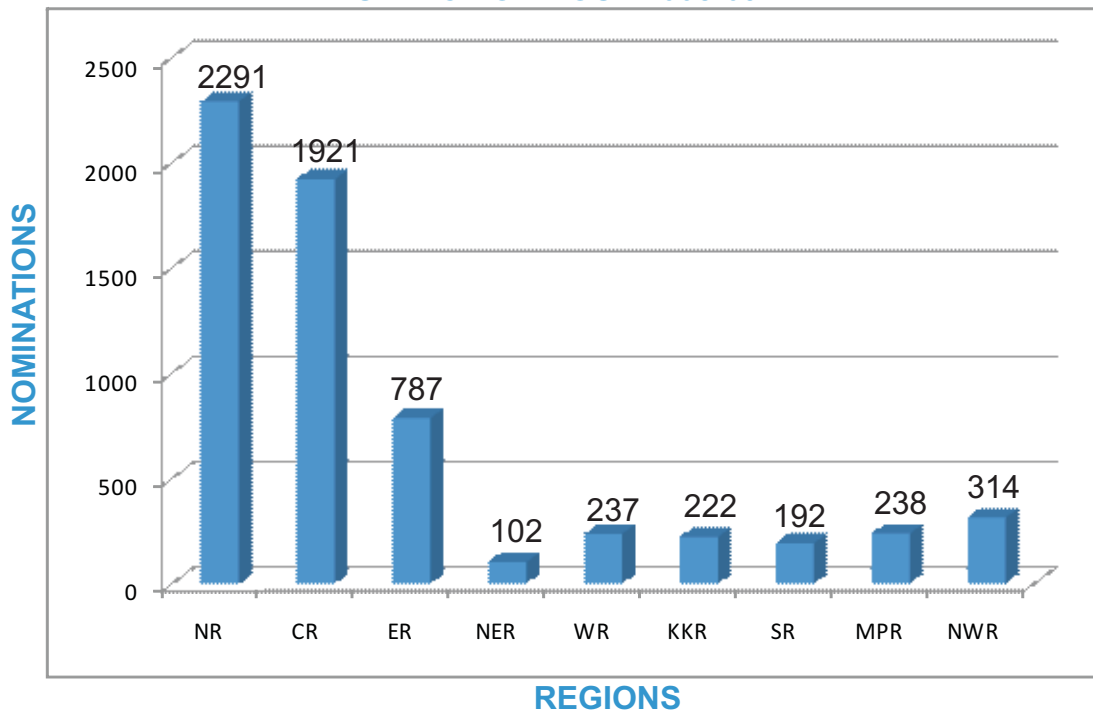
SELECTION POSTS

REGION	UR	SC	ST	OBC	ExS	PH	Total
NR	29	06	04	20	02	01	62
CR	13	05	01	06	--	01	26
ER	36	17	03	38	02	05	101
NER	06	01	--	01	--	--	08
WR	13	08	10	04	--	01	36
KKR	10	01	01	08	--	--	20
SR	02	02	03	03	--	--	10
MPR	02	--	--	--	--	--	02
NWR	06	--	01	04	--	--	11
TOTAL	117	40	23	84	04	08	276

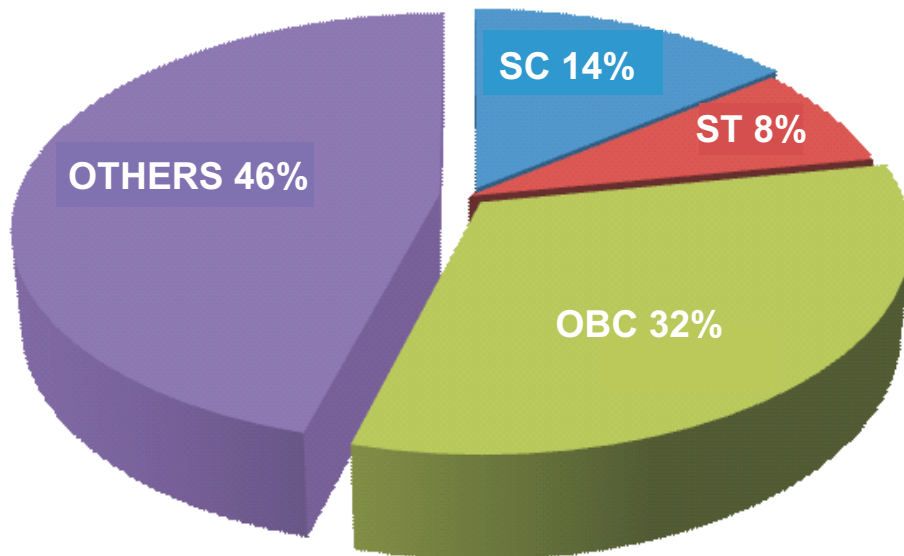
**REGION-WISE NOMINATION AGAINST OPEN RECRUITMENT
2008-09**



**REGION-WISE NOMINATION AGAINST OPEN EXAMINATION &
SELECTION POST 2008-09**



**SC, ST, OBC & OTHER CANDIDATES NOMINATED AGAINST
OPEN EXAMINATION DURING 2008-09**



CHAPTER-III

- 3.5 The Commission takes note of socio-economic milieu of its candidates and tries to reach the candidates by opening centres of examinations easily accessible to the candidates. The examination centres are located at places that have large concentration of candidates and are well connected through Rail / Road so that candidates from far off rural areas have no problems in appearing for the examinations. During the year 2008-09, a network of 98 examination centres consisting of 868 examination venues spread throughout the length and breadth of the Country was utilized by the Commission. Having regard to the difficult terrain etc, there are 2 Examination Centres in Jammu and Kashmir and 14 in the North-East beside the Port Blair (A&N Islands). The locations of examination Centre is reviewed continuously and new Centres are added as and when felt necessary.
- 3.6 The Commission followed the following broad-based approach to recruitment:
- i) Proper evaluation of knowledge, aptitude and skill is essential for successful performance in each job;
 - ii) It is to be ensured that the tools adopted for selection have high degree of reliability and validity;
 - iii) The system of recruitment should be in conformity with the national policies, socio-cultural and economic objectives, and meet the organizational needs; and
 - iv) The selection system needs to be capable of speedy administration at optimal cost.

WELFARE OF SC/ST/OBC CANDIDATES

- 3.7 In order to ensure that the quotas reserved for SC/ST/OBC candidates are filled up to the required extent and the SC/ST/OBC candidates take advantage of SSC Examinations, the following steps were taken:
- i) The Commission ensured that there is wide dissemination of information regarding various recruitments conducted by publishing advertisements in the Employment News and Regional Newspapers with large circulation.
 - ii) Examination centres are opened in areas having concentration of SC/ST population. A Sub-Regional office of the Commission is also located at Raipur, a belt predominately inhabited by tribal population. These steps were devised to encourage and assist the reserved category candidates to come forward and compete with others belonging to urban and semi-urban areas. The details of SC, ST and OBC candidates nominated in the open competitive examinations during the year is available in chapter IV. During

CHAPTER-III

the year of this report 867, 463 and 1941 (total 3271) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment against Open recruitment. This works out to 54.26 % of the total recommended for appointment.

Likewise, against Selection Posts 40, 23 and 84 (total 147) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment against Selection Posts, 53.26% of the total candidates recommended for appointment.

SELECTION OF PHYSICALLY / VISUALLY HANDICAPPED CANDIDATES

- 3.8 While placing requisition with the Commission, the indenting Departments are required to indicate the number of vacancies exclusively reserved for Physically Handicapped. In order to ensure that the vacancies reserved for them are filled to the maximum extent, the Commission has decentralised the processing of their applications at Regional/Sub-Regional level and delegated powers to the Regional Directors/Sub-Regional Deputy Directors so that bottlenecks in getting medical clearance/certificates regarding the extent of physical disability are removed and clearance obtained at the earliest. Furthermore, close monitoring is done by the Commission at the Headquarters to ensure that eligible candidates are nominated against the vacancies identified/notified for this category at the earliest and all posts reserved for physically handicapped are filled to the extent of availability.

STRENGTHENING OF EXAMINATION ADMINISTRATION

- 3.9 Due to qualitative change in the nature and composition of the clientele of the Commission, the main concern of the Commission is to conduct the examinations successfully and incident free at all the centres. Since the number of posts available is limited, the competition has become fierce leading sometimes to display and use of unfair means by some for personal achievements. The Commission has been making concerted efforts to see that such unhealthy practices are nipped in the bud. The system of appointing Invigilators, Supervisors and Inspecting Officers for the venues of the examinations has been strengthened. Each information/complaint received regarding adoption of any unfair means is promptly looked into, investigated to its logical end and stringent / necessary action taken against the culprits, where ever required. Commission not only cancels the candidature of such candidates but also debars them from its future examinations. Inspecting officers drawn from other Central Government offices are also positioned in all venues except some centres in the Central

CHAPTER-III

Region and their reports analyzed for taking corrective action. Placing of scanned photographs and signatures of the candidates on the admission certificates in some regions is a recent innovation and has been successful. As a result of stepping up vigilance, strengthening supervision, specialized screening of handwriting of doubtful cases by the office of the Examiner of Questioned Documents and requisite help from the State Governments and District Administration, salutary effects have been noticed towards holding of free and fair examinations.

STRUCTURED PERSONALITY TEST

3.10 For evaluating the personality traits of the candidates appearing for some of the recruitments where the incumbents to the posts are more likely to come into contact with the public or are required to display special characteristics such as integrity and creativity, the Commission has made special efforts to ensure that prejudice and biases do not colour the assessment of the individual's personality traits. Notable among them are posts such as Inspectors of Income Tax/Central Excise and Sub Inspectors of CBI and CPOs. The candidates called for interview/personality test are informed well in advance through interview call letters about the scope of such interview in broad terms in order to provide them an opportunity to prepare properly. Selection of experts and advisors with appropriate and requisite professional qualifications and expertise in the relevant field continues to be emphasized. Uniformity of approach among various interview boards for the same category of posts objectivity for different categories of posts, have been ensured by introducing structured personality test. Moreover, the Commission keeps reviewing these guidelines on regular basis so as to ensure that they meet the test of time and judicial scrutiny.

ADVISORY ROLE OF THE COMMISSION

3.11 Wherever it is noticed that the recruitment rules are rigid and unrealistic or have become redundant due to stipulation of unreasonably high educational qualification, the Commission suggests necessary amendments in the rules so as to attract the best possible talent. Commission has also been suggesting amalgamation, rationalization and clubbing of posts which are similar, if not identical, in pay scales and other service conditions. The Commission also suggests to indenting departments to simplify the essential qualification clause in the respective recruitment rules in order to make the selection process more practical and remove anomalies or unnecessary complication or ambiguity in the essential qualification requirements, vagueness in experience clause,

CHAPTER-III

length of service etc. As a result of this exercise, Recruitment Rules for some posts were modified by the cadre controlling authorities.

OPTICAL MARK READING (OMR) SYSTEM

3.12 For evaluation of answer scripts of Objective type Question Papers, Optical Mark Reading System (OMR) is being used by the Staff Selection Commission in all its examinations. During 2008-09, evaluation of scripts of objective type Question Papers was done on OMR system in all major examinations.

In this system, responses to questions are immediately and accurately captured and time taken for processing of results is reduced.

QUESTION BANK PROJECT

- 3.13(i) The Staff Selection Commission has developed a Question Bank which contains objective type questions for use in Examinations conducted by the Commission. For replenishing the Question Bank and to facilitate selection of good quality and standard questions, the Commission organizes Question Bank Project Workshops on different Subjects / Components of testing viz, General Intelligence & Reasoning, General Awareness, Arithmetic & Numerical Ability, Comprehension & Writing Ability in English and Comprehension & Writing Ability in Hindi Language.
- (ii) In these workshops organized in different parts of the country, a large number of Academicians, Scholars, Professors & Experts on Objective Testing Techniques are invited from various Universities/ Institutions to participate. Commission also nominates eminent Educationists and Specialists in respective fields as Resource Faculty for such Workshops.
- (iii) In the Briefing Session of the Workshop, Item Writers are introduced to the principles of objective testing and techniques for writing good quality questions. Item-writing exercise is conducted and group discussion held in the light of general guidelines issued by the Commission. Queries raised by the participants are clarified by Resource Faculty.
- (iv) In the two day Main Session of the Workshop which follows after two months, group validation of question items submitted by the Item Writers takes place. The process includes scrutiny of each question regarding its thematic content, language, grammar, difficulty level, responses and time taken etc. The Resource Persons and Senior Officers of the SSC (HQ) and Regional Office of Staff Selection Commission supervise the group exercise and other activities.
- (v) During the period under report a Question Bank Workshop was organized. The Workshop was held at Kolkata on General Awareness (Science

CHAPTER-III

component) on 16th & 17th July, 2008.

REGIONAL DIRECTORS' CONFERENCE

3.14 A conference of Regional Directors /Deputy Regional Directors is held generally once every year to discuss operational problems and implementations of policy decisions of the Commission. The basic objective of holding the conference is to discuss intensively operation related problems and such Policy issues as govern the recruitment and selection processes adopted by the Staff Selection Commission. Follow up action taken and outcome of the decisions taken in the previous meeting are also discussed and reviewed as a regular feature in such meetings. Besides, such meetings also provide a forum to field level functionaries for exchanging views so as to draw common strategies. The need for further improvement in examination systems is discussed in these meetings keeping in view the large number of candidates and the changing employment scenario in the country.

During the period of this report, one Regional Directors' Conference was held on 13th & 14th March, 2009.

INFORMATION & FACILITATION COUNTER

3.15 Staff Selection Commission had set up in October, 1999 an Information & Facilitation Counter for large public-interface, transparency in administration, easy and speedy access to information for candidates and others in respect of service and activities of the Commission. Since then it has been providing the following facilities to the candidates/others:-

- i) General assistance to all visiting candidates regarding various queries on already held and forthcoming examinations apart from providing inter-link between officers of SSC and candidates- if need be.
- ii) Receipt of application form for all examinations for Northern Region and issuing acknowledgement for the same.
- iii) Issue of Duplicate Admission Certificates to candidates within the jurisdiction of Northern Region.
- iv) Information through Telephone No. 24363343 installed at the Facilitation Counter.
- v) Information relating to declared results across the Counter for all Examinations of SSC.
- vi) Providing of dropping box for applications after office hours/holidays.
- vii) Seating arrangements for candidates for writing applications/waiting Hall etc.

CHAPTER-III

viii) Receipt of applications/fee under Right to Information Act.
The number of cases handled at the Facilitation Counter during 2008-09 is as under:-

1. Telephone enquiries handled during the year 27,000 approx.
2. Personal enquiries including issue of Duplicate Admission Certificates 20,000 approx.
3. Applications received at Counter during the year 80,000 approx.

3.16 The Commission's website (<http://ssc.nic.in>) is extensively used by candidates to access information about the Commission's examinations, selections, forms for certificates and results. The frequently asked questions (FAQ) section provides answers to the general doubts arising in the minds of the candidates.

HANDBOOK OF PROCEDURES

3.17 As a progressive recruiting organization committed to maintenance of total integrity, impartiality and objectivity in selection of candidates, the Commission has been engaged in a continuous reassessment of its procedures and appraisal of its functioning. The Commission has simplified, synthesized and rationalized many of the examination schemes and interview procedures/guidelines. For the purpose, the SSC has been bringing out "Hand Book of Procedures" for the use of its officers and staff to ensure uniformity as well as to avoid the use of discretions as far as possible. The Handbook of Procedures of Staff Selection Commission, an internal guide for staff, is a very useful compendium of all rules, procedures and guidelines relating to various activities of the Commission. The first Handbook of Procedures in two Volumes was released in May 1985. Since then, several changes have taken place in the Examination system and procedures, mainly due to introduction of three-tier Combined Preliminary and Main Examinations for Matric Level and Graduate Level Posts/Services, delinking of Central Police Organizations (Sub Inspectors) Examination from Combined Graduate Level Examination and holding of separate Examination for these Services, etc. As a result, some of the formats and procedures outlined in the earlier Handbook of Procedures became outdated. Moreover, with the issue of the Resolution dated 21st May, 1999 by DOPT recasting the powers and functions of the Staff Selection Commission, the necessity of bringing out a new Handbook was greatly felt. A revised and updated edition of the Handbook was brought out on 30th April 2003. An exercise for revision of the Manual was initiated during the year.

CHAPTER-III

3.18 STEPS TAKEN TO REDUCE THE TIME LAG IN THE SELECTION PROCESS

1. In view of the enormous magnitude of work involved in processing of lakhs of applications annually and ensuring utmost accuracy in a time bound manner, reducing the interval between stages of the examination process has been an area of concern for the Commission. Efforts are being made to speed up the selection process by adopting advanced techniques and procedures viz., speedy data entry of the particulars of the candidates who appear for the Commission's examinations and also for expeditious evaluation of the Optical Mark Reader (OMR) based Answer Scripts. The Commission constantly monitors and reviews the impact of various measures devised by it and strives to effect further improvement within its limited resources.
2. The Commission has taken an important decision to publish a standardized common Notice, covering both the Preliminary and the Main part of the Examination in the Combined Graduate level Examination and the Combined Matric Level Examination respectively, containing all relevant information of the examinations. This immediately shortened the intervening time period between the examinations by *four-five months* as Notices will not be issued separately first for the Preliminary Examination and later on for the Main Examination. This will mean a speedy processing and declaration of the results.
3. The Commission has also decided to conduct the Physical Efficiency Test(PET) and the Medical Examination of Sub-Inspectors in the Central Police Organizations, (ITBP, BSF, CISF, CRPF and SSB) examination between the examination and interviews so that the recruitment cycle is shortened by *three to four months* and result is expedited.

3.19 At present Application Format is a part of Notice of Examination being published in Employment News in English/Hindi version. Candidates are required to fill up the application form taken from Employment News or form printed in the market. SSC has no role to play in the sale of application form. Data entry of applications is made manually through Data Processing Agencies. The present system of manual data entry is a time consuming process and error prone.

With a view to reduce data processing time and ensure error free data, OMR/OCR application form with bar code is proposed to be experimented in near future to assess its suitability and cost-effectiveness. Logistics of making the application forms available across the country could be a major challenge.

3.20 **Computerization** : The Staff Selection Commission has taken up a number of initiatives to make effective use of Information Technology. A recent initiative has been improvement of infrastructure in the Electronic

CHAPTER-III

Data Processing Division in HQ. The National Information Centre has also been developing a software for result processing. Besides this, the Commission has provided computers to all the branches/units of the Commission. Hindi software has also been provided to do official work in Hindi. All the Regional Directors / Dy. Regional Directors have also been advised to make extensive use of computers for their official work in their regions and upgrade the technology.

- 3.21 **Modernization** : The Commission has initiated steps for modernization of the entire Office of the Commission's HQ., including Examination Halls of the Commission, which will have all the facilities of latest technology, computer infrastructure, coverage of CCTVs and also modern work station with space for computers and modular furniture, to provide a healthy and secure work environment. With a view to improving productivity, steps are also being taken to renovate the Facilitation Centre of the Commission to make it candidates friendly and to provide necessary I.T. infrastructure so that information relating to results and other matters relating to examinations can be provided immediately. Infrastructure in regional offices, including shifting of offices to better and easily accessible locations, is also being improved with this objective in mind.
- 3.22 **RTI** : Since the enactment/ introduction of the RTI Act, the Commission is providing information to large number of applicants. The Facilitation Counter at SSC (HQ) receives the applications and appeals from the applicants. The Commission is also providing the cut-off marks and marks obtained by the candidate, whenever applications seeking the information are received. During the period 1.4.2008 to 31.3.2009, the Commission received 2720 applications which were disposed of. Out of these, appeals were preferred in only 92 cases, which too were attended to.

CHAPTER-IV

RECRUITMENTS CONDUCTED AND SELECTIONS MADE DURING THE YEAR 2008-09

Holding of Examinations on schedule, early processing of the results and prompt nomination of selected candidates are the most important items of work of the Commission. The process requires elaborate preparatory work and meticulous planning, which should take into consideration the minutest details and careful and periodical monitoring of all the items of work involved in the process.

During the year 2008-09, the Commission conducted eight open examinations and three departmental examinations. The total number of applications handled in the open examinations is given below in a tabular form. The number of candidates applied for Commission's examinations since inception is shown in a graph (Appendix VI).

ALL INDIA OPEN EXAMINATIONS 2008-09

S. No.	Name of Examination	Date of Exam.	No. of Applicants
1.	Junior Engineer (Civil & Electrical) Examination, 2008	27.04.2008	19999
2.	Statistical Investigator Gr.III & Compiler Examination, 2008	15.06.2008	20408
3.	Combined Graduate Level (Preliminary) Examination, 2008	27.08.2008	244031
4.	Data Entry Operator Examination, 2008	31.08.2008	267000
5.	Accountants in A&N Admn. Examination, 2008	21.09.2008	2094
6.	Sub- Inspector in CPOs Examination, 2008	09.11.2008	70832
7.	Section Officer (Audit) Examination, 2008	30.11.2008	199825
8.	Tax Assistant Examination 2008	29.03.2009	169667
		TOTAL	993856

CHAPTER-IV

Besides these, the Commission also conducted the following main examinations during the year.

S. No.	Name of Examination	Date of Exam.	No. of Applicants
1.	Combined Graduate Level (Main) Examination,2008	21, 22, 28 Feb.2009 and 01.03.2009	104685
2.	Combined Matric Level (Main) Examination,2008	15.06.2008	50604
		TOTAL	155289

Therefore, All- India examinations were conducted by the Commission involving a total of 1149145 candidates during 2008-09.

RESULTS DECLARED DURING THE PERIOD 1.4.08 TO 31.3.2009.

During the year, results in respect of the following six examinations were declared.

- 1 Section Officer (Commercial Audit) Examination,2007
- 2 Deputy Field Officer (Tele) Exam,2007
- 3 Statistical Investigators Gr.III & Compiler Exam,2008
- 4 Section Officer (Audit) Exam,2007
- 5 Accountant in A& N Admn. Exam,2008
- 6 Combined Graduate Level (Main) Examination ,2006

CHAPTER-IV

1. Section Officer(Commercial Audit) Examination, 2007

Date of declaration of result: 10.4.2008.

Details of results are tabulated below.

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	25893	11538	4013	11699*	73*	1194	42638
Numbers of candidates called for Interview	385	118	60	189	1	11	764
Finally Recommended	92	42	22	79	--	05	240

* These candidates are not included in total.

REGION WISE DETAILS

Regional Directorate	UR	SC	ST	OBC	ExS	PH	Total
CR	01	--	--	09	--	--	10
ER	09	02	--	06	--	--	17
KKR	03	--	--	10	--	--	13
MPR	08	01	01	06	--	01	17
NR	50	31	05	30	--	02	118
NER	03	--	12	01	--	--	16
NWR	12	4	03	05	--	01	25
SR	05	3	01	10	--	01	20
WR	1	1	--	02	--	--	04
TOTAL	92	42	22	79	--	05	240

CHAPTER-IV

2. Deputy Field Officer (Tele) Exam.2007

Date of Declaration of result-13.06.2008

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	9508	3045	1027	1032	80*	44*	14612
Numbers of candidates called for Interview	197	12	2	21	02	01	235
Finally Recommended	41	03	02	03	01	--	50

* These candidates are not included in total.

REGION WISE DETAILS

Regional Directorate	UR	SC	ST	OBC	ExS	PH	Total
CR	10	--	--	01	--	--	11
ER	03	--	01	--	--	--	04
KKR	07	--	--	01	--	--	08
MPR	02	--	--	--	--	--	02
NR	15	01	--	01	--	--	17
NER	--	--	01	--	--	--	01
NWR	02	--	--	--	--	--	02
SR	--	01	--	--	--	--	01
WR	02	01	--	--	01	--	04
TOTAL	41	03	02	03	01	--	50

CHAPTER-IV

3.Statistical Investigators Gr.III & Compiler Exam,2008 Date of declaration of result: 20.10.2008

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	8607	5159	2022	4515	132*	483*	20303
Numbers of candidates called for Interview	no interview	--	--	--	--	--	--
Finally Recommended	338	142	57	348	50	45	980

*These candidates are not included in total

REGION WISE DETAILS

Regional Directorate	UR	SC	ST	OBC	ExS	PH	Total
CR	106	30	02	133	08	14	293
ER	80	11	18	64	14	10	197
KKR	51	05	--	70	07	01	134
MPR	20	05	03	05	--	03	36
NR	54	55	11	30	11	05	166
NER	01	02	13	06	03	01	26
NWR	18	13	05	08	01	06	51
SR	04	06	01	28	03	04	46
WR	04	15	04	04	03	01	31
TOTAL	338	142	57	348	50	45	980

CHAPTER-IV

4. Section Officer (Audit) Examination, 2007 Date of declaration of result:02.12.2008

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	95464	56303	25200	48985	1274*	4053*	225952
Numbers of candidates called for Interview	374	116	61	215	0	32	798
Finally Recommended	105	39	18	79	--	07	248

*These candidates are not included in total

REGION WISE DETAILS

Regional Directorate	UR	SC	ST	OBC	ExS	PH	Total
CR	40	03	01	36	--	03	83
ER	21	12	03	13	--	01	50
KKR	02	--	--	--	--	--	02
MPR	05	02	--	05	--	--	12
NR	25	17	07	23	--	02	74
NER	01	02	05	--	--	01	09
NWR	07	02	01	--	--	--	10
SR	--	--	--	01	--	--	01
WR	04	01	01	01	--	--	07
TOTAL	105	39	18	79	--	07	248

CHAPTER-IV

5. Accountant in A& N Admn. Exam.2008

Date of declaration of result: 02.12.2008

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	1549	--	09	536	--	--	2094
Numbers of candidates called for Interview	no interview	--	--	--	--	--	--
Finally Recommended	08	--	01	06	--	--	15

CHAPTER-IV

6. Combined Graduate Level (Main) Examination 2006

Date of declaration of result of scheme(A): 26.2.2009

Date of declaration of result of scheme(B): 12.3.2009

	Gen	SC	ST	OBC	ExS	PH	Total
Total Numbers of candidates who applied	184612	13141	52083	146375	5596*	15024*	396211
Numbers of candidates called for Interview	2882	988	575	1765	304	204	6718
Finally Recommended	1839	641	364	1463	101	133	4541

* These candidates are not included in total.

REGION WISE DETAILS

Regional Directorate	UR	SC	ST	OBC	ExS	PH	Total
CR	652	135	20	621	14	56	1498
ER	177	74	19	102	39	07	418
KKR	25	12	01	32	05	01	76
MPR	69	25	06	60	03	06	169
NR	721	307	277	477	30	42	1854
NER	06	07	18	11	--	--	42
NWR	116	37	06	46	02	08	215
SR	28	21	06	53	04	02	114
WR	45	23	11	61	04	11	155
TOTAL	1839	641	364	1463	101	133	4541

CHAPTER-IV

Besides the above, during the report period, the Commission also conducted three Departmental Examinations, as detailed below:-

S. No.	Departmental Examination 2008	Date of Examination	No. of Candidates Applied
1.	Grade .C, Stenographer Ltd Departmental Competitive Examination,2008	17.08.2008	691
2.	UD,Grade Ltd Departmental Competitive Examination,2008	19.10.2008	870
3.	Clerks Grade Departmental (for Group `D' Staff only), Examination,2008	18.01.2009	716
		TOTAL	2277

Further details regarding the Departmental Examinations are as below:

1. GRADE "C" STENOGRAPHERS LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2008.

The Notice for the Grade "C" Stenographers Limited Departmental Examination, 2008 was issued on 26.04.2008 and closing date of receipt of the applications was 30.05.2008. A total of 691 candidates applied for this examination. The Examination was held on 17.08.2008.

2. UD GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION 2008.

The Notice of this examination was issued on 17.11.2007 and the last date for receipt of application was 14.12.2007. A total of 870 candidates applied for this examination. The examination was held on 19.10.2008.

3. CLERKS GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION 2008 (FOR GROUP "D" STAFF ONLY)

The Notice of this examination was issued on 11.10.2008 and the last date for receipt of application was 07.11.2008. A total of 716 candidates applied for this examination. The examination was held on 18.01.2009.

CHAPTER-IV

BI-MONTHLY TYPEWRITING TEST

The Commission is also conducting typewriting test on bi-monthly basis at Delhi Centre in respect of Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) working in Ministries, Attached and Subordinate Offices of Government of India for allowing increments, quasi-permanency and confirmation in the grade. The statement below shows the details.

BI-MONTHLY TYPEWRITING TEST

Month when Typing Test held	Total No. of candidates Registered	No. of candidates Qualified
May 2008	32	06
July 2008	47	03
September 2008	37	04
November 2008	18	00
January 2008	22	03
March 2009	26	04

STENOGRAPHERS GRADE “D” (SIX MONTHLY) DEPARTMENTAL EXAMINATION, 2008.

The Stenographer Grade “D” (Six Monthly) Departmental Examination was held on 21-06-2008. 40 candidates applied for the examination .

CHAPTER-V

RECRUITMENT TO ISOLATED POSTS (SELECTION)

5.1. Besides recruitment through All India Open Competitive Examinations, the Staff Selection Commission makes recruitment to Group `C' Non-Technical and Group `B' Non-gazetted Posts, which are not covered by any open Examinations conducted by the Commission, through the selection method. Such vacancies generally are small in number and qualifications for such posts vary from department to department.

5.2. The selection process for recruitment to such isolated posts, known as Selection Posts, is any of the following:

- i) Selection through short-listing of candidates on the basis of percentage of marks obtained in the essential qualification followed by interview.
- ii) Selection through short-listing of candidates on the basis of a screening test followed by interview.
- iii) Selection through Proficiency Test in the relevant subject/discipline which is essential for the post(s) in question followed by interview.
- iv) Selection through short-listing on the basis of percentage of marks obtained in the Essential Qualification followed by Skill Test.

5.3. In order to select right candidates for the right job keeping in view job requirements, the Staff Selection Commission had made the interview process more effective by structuring it in such a way that proper and scientific assessment of the candidates is made by judging by academic qualification, knowledge of the subject studies, personality, and aptitude and suitability for the post. To rule out any bias in interviews, the Commission has decided not to disclose the category of the candidates to the Interview Board.

CHAPTER-V

**REGION-WISE INFORMATION ABOUT RECRUITMENT
TO GROUP 'C' SELECTION POSTS BY ALL THE REGIONS OF SSC
FOR THE PERIOD FROM 01.04.2008 TO 31.03.2009**

Region	Vacancies Advertised	No. of candidates applied	No. of vacancies for which interviews/ skill test conducted	No. of candidates called for interviews/ skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
CR								
UR	15	1677	16	269	90	09	02	11
SC	05	2402	05	404	101	05	--	05
ST	01	115	01	45	07	01	--	01
ExS	--	(62)	--	(01)	(01)	--	--	--
PH	01	(237)	01	(23)	(32)	--	01	01
OBC	05	1567	04	194	65	05	01	06
TOTAL	27	5761	27	912	263	20	04	24
ER								
UR	68	3003	65	1237	567	25	11	36
SC	21	3069	21	513	211	14	03	17
ST	10	621	10	190	63	03	--	03
ExS	(2)	(61)	(2)	(28)	(8)	(2)	--	(2)
PH	(03)	(382)	(3)	(60)	(42)	(2)	(3)	(5)
OBC	24	2251	24	790	369	33	05	38
TOTAL	123	8944	*120	2730	1210	75	19	94

CHAPTER-V

Region	Vacancies Advertised	No. of candidates applied	No. of vacancies for which interviews/skill test conducted	No. of candidates called for interviews/skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
KKR								
UR	30	1183	24	206	119	07	03	10
SC	02	1054	02	114	21	--	01	01
ST	02	103	02	36	18	01	--	01
ExS	--	(62)	--	(14)	(08)	--	--	--
PH	(03)	(99)	(02)	(17)	(6)	(01)	--	--
OBC	07	594	05	119	43	04	04	08
TOTAL	41	2934	*33	475	201	12	08	20
MPR								
UR	--	05	--	--	--	--	--	--
SC	--	08	--	--	--	--	--	--
ST	--	10	--	--	--	--	--	--
ExS	--	(05)	--	--	--	--	--	--
PH	--	(01)	--	--	--	--	--	--
OBC	02	128	02	40	24	02	--	02
TOTAL	02	151	02	40	24	02	--	02

CHAPTER-V

Region	Vacancies Advertised	No. of candidates Applied	No. of vacancies for which interviews/skill test conducted	No. of candidates called for interviews/skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
NR								
UR	59	10294	33	503	225	14	05	19
SC	05	5307	03	261	126	02	01	03
ST	08	1033	04	62	29	03	--	03
ExS	--	522	--	--	--	--	--	--
PH	03	606	01	10	02	01	--	01
OBC	20	4916	15	225	96	08	04	12
TOTAL	95	22678	*56	1061	478	28	10	38
NER								
UR	32	413	18	123	84	06	--	06
SC	02	143	01	35	10	01	--	01
ST	16	401	02	83	43	--	--	--
ExS	--	07	--	--	--	--	--	--
PH	--	06	--	06	03	--	--	--
OBC	06	265	05	101	50	01	--	01
TOTAL	56	1235	26	348	190	08	--	08

CHAPTER-V

Region	Vacancies Advertised	No. of candidates Applied	No. of vacancies for which interviews/ skill test conducted	No. of candidates called for interviews/ skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
NWR								
UR	21	446	16	64	34	05	01	06
SC	03	280	--	--	--	--	--	--
ST	04	126	01	20	05	01	--	01
ExS	--	(12)	--	--	--	--	--	--
PH	--	(04)	--	--	--	--	--	--
OBC	08	242	05	33	19	02	--	02
TOTAL	36	1094	*22	117	58	08	01	09
SR								
UR	08	106	08	28	13	01	01	02
SC	01	29	01	06	06	01	01	02
ST	03	141	03	38	19	03	--	03
ExS	--	14	--	--	--	--	--	--
PH	--	11	--	06	03	--	--	--
OBC	02	42	02	14	10	03	--	03
TOTAL	14	343	14	92	51	08	02	10

CHAPTER-V

Region	Vacancies Advertised	No. of candidates Applied	No. of vacancies for which interviews/ skill test conducted	No. of candidates called for interviews/ skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
WR								
UR	17	1785	17	163	48	12	--	12
SC	08	2513	08	127	42	04	04	08
ST	18	601	18	50	25	09	01	10
ExS	--	41	--	01	01	--	--	--
PH	02	205	02	28	12	01	--	01
OBC	07	1161	07	84	32	03	01	04
TOTAL	52	6306	52	453	160	29	06	35
G. Total for all Region	446	49446	352	6228	2630	190	50	240

() Not included in total as already included in the main Category.

* Recruitment for the remaining vacancies advertised is at different stages of process.

CHAPTER-V

REGION-WISE INFORMATION ABOUT RECRUITMENT TO GROUP 'B' SELECTION POSTS FOR THE PERIOD FROM 01.04.2008 TO 31.03.2009.

Region	Vacancies Advertised	No. of candidates Applied	No. of vacancies for which interviews/skill test conducted	No. of candidates called for interviews/skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
ER								
UR	02	37	02	25	15	02	--	02
SC	--	03	--	01	--	--	--	--
ST	--	--	--	--	--	--	--	--
ExS	--	--	--	--	--	--	--	--
PH	(01)	--	(01)	(01)	--	--	--	--
OBC	--	06	--	02	01	--	--	--
TOTAL	02	46	02	28	16	02	--	02
NR								
UR	98	1989	22	252	135	10	--	10
SC	13	653	03	73	41	03	--	03
ST	12	215	01	17	11	01	--	01
ExS	--	30	--	04	03	02	--	02
PH	02	67	--	11	05	--	--	--
OBC	49	891	05	101	45	08	--	08
TOTAL	174	3845	*31	458	240	24	--	24

CHAPTER-V

Region	Vacancies Advertised	No. of candidates Applied	No. of vacancies for which interviews/ skill test conducted	No. of candidates called for interviews/ skill test	No. of candidates Appeared	No. of candidates Recommended		
						Male	Female	Total
1	2	3	4	5	6	7	8	9
NWR								
UR	--	--	--	--	--	--	--	--
SC	--	--	--	--	--	--	--	--
ST	--	--	--	--	--	--	--	--
ExS	--	--	--	--	--	--	--	--
PH	--	--	--	--	--	--	--	--
OBC	02	24	02	15	05	01	01	02
TOTAL	02	24	02	15	05	01	01	02
WR								
UR	--	--	--	--	--	--	--	--
SC	01	20	01	19	17	01	--	01
ST	--	--	--	--	--	--	--	--
ExS	--	--	--	--	--	--	--	--
PH	--	--	--	--	--	--	--	--
OBC	--	--	--	--	--	--	--	--
TOTAL	01	20	01	19	17	01	--	01
G.Total of all Regions	179	3935	*36	520	278	28	01	29

*Recruitment for the remaining vacancies advertised is at different stages of process.

CHAPTER-VI

EXAMINATION CENTRES

There were only 19 Examination Centres when the Commission started functioning in July, 1976. Since then, the number of examination centres has increased considerably. As on 31st March, 2009 the number of examination centres was 98 using 438 venues holding examinations in the morning shift and 430 venues in the afternoon shift. The Commission, therefore, has an impressive network throughout the length and breadth of the country. Location of examination centres is guided by various of considerations including:

- i) Socio-Economic background of candidates appearing in the Commission's examinations.
- ii) Accessibility, remoteness and difficulty of terrain.
- iii) Assurance of facilities by State Governments and Public Service Commissions for the orderly and smooth conduct of Commission's examinations.

Location of the Regional/ Sub-regional offices and the total number of centres and venues (morning and afternoon shifts taken together) are shown in the map at Appendix - VII. The number of Region-wise Centres and shift-wise Venues of Examinations is given below:

**REGION-WISE/SUB-REGION-WISE NO. OF EXAMINATION
CENTRES / VENUES SHIFT-WISE
{Based on Combined Graduate Level (Preliminary) Examination, 2008}
(held on 27.8.2008)**

1. Northern Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Ajmer		04	04
Alwar		04	04
Bikaner		02	02
Dehradun		08	08
Jodhpur		05	05
Delhi		53	53
Jaipur		32	32
Kota		05	05
Sriganganagar		02	02
Udaipur		04	04
Sub-Total	10	119	119

CHAPTER-VI

2. Eastern Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning	Evening
Bhubaneswar		07	07
Chinsurah		02	02
Cuttack		04	04
Gangtok		01	01
Jalpaiguri		05	05
Kolkata		21	21
Koraput		01	01
Midnapore		04	04
Port-Blair		01	01
Sambalpur		03	03
Ranchi		12	12
Hazaribagh		03	03
Chaibasa		01	01
Sub-Total	13	65	65

3. Madhya Pradesh Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Ambikapur		01	01
Bhopal		04	04
Bilaspur		02	02
Chhatarpur		01	01
Chindwara		01	01
Guna		01	01
Gwalior		02	02
Indore		02	02
Jabalpur		03	03
Jagdalpur		01	01
Jhabua		01	01
Khandwa		01	01
Mandsour		01	01
Raipur		06	06
Rewa		01	01
Sub-Total	15	28	28

CHAPTER-VI

4. Karnataka & Kerala Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning	Evening
Bangalore		03	03
Dharwad		09	01
Kochi		03	03
Trichur		02	02
Kozhikode		03	03
Thiruvananthapuram		04	04
Sub-Total	06	24	16

5. North-Eastern Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Imphal		05	05
Aizawal		01	01
Itanagar		01	01
Agartala		02	02
Shillong		05	05
Kohima		01	01
Jorhat		02	02
Silchar		02	02
Dibrugarh		01	01
Guwahati		13	13
Sub-Total	10	33	33

6. North-Western Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Jammu		01	01
Srinagar		01	01
Shimla		04	04
Chandigarh		08	08
Jalandhar		04	04
Ambala		03	03
Bhatinda		02	02
Hamirpur		01	01
Leh		01	01
Sub-Total	9	25	25

CHAPTER-VI

7. Southern Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning	Evening
Hyderabad		04	04
Tirupathi		01	01
Visakhapatnam		03	03
Kurnool		01	01
Rajamundry		01	01
Guntur		01	01
Chennai		05	05
Coimbatore		01	01
Madurai		02	02
Tiruchirapalli		02	02
Pondichery		01	01
Tirunelveli		03	03
Tirunelveli	12	25	25

8. Western Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Mumbai		06	06
Nagpur		05	05
Pune		04	04
Kolhapur		03	03
Aurangabad		02	02
Panaji, Goa		01	01
Vadodara		02	02
Ahmedabad		07	07
Rajkot		03	03
Amravati		03	03
Nasik		03	03
Sub-Total	11	39	39

CHAPTER-VI

9. Central Region		No. of Venues	
Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
Darbhanga		03	03
Kanpur		07	07
Patna		19	19
Bhagalpur		04	04
Lucknow		10	10
Agra		04	04
Meerut		04	04
Muzaffarpur		03	03
Bareilly		05	05
Gorakhpur		04	04
Varanasi		03	03
Allahabad		14	14
Sub-Total	12	80	80
All India Total	98	438	430

CHAPTER-VII

PERFORMANCE OF WOMEN CANDIDATES IN EXAMINATIONS

The Commission scrupulously follows the principles of Impartiality, Objectivity and Suitability in letter and spirit. It is ensured that all candidates irrespective of their caste, creed, social and economic status, and sex are considered strictly on merit. Accordingly, women candidates applying for various posts advertised by the Commission are treated at par with others. Special efforts are made to ensure that there is no discrimination against them. During the year 2008-2009, 246724 women candidates applied for Commission's various examinations as may be seen from the table below.

NUMBER OF WOMEN CANDIDATES APPLIED IN THE EXAMINATIONS CONDUCTED DURING THE PERIOD 1-4-08 TO 31-3-2009

Sl. No.	Name of Examination	Applied		Total	%age of female
		Female	Male		
1.	Junior Engineer Civil&Electrical Examination,2008	3252	16747	19999	16.26
2.	Statistical Investigator Gr.III & Compiler Examination,2008	5658	14750	20408	27.72
3.	Combined Graduate Level (Preliminary) Examination,2008	72733	171298	244031	29.80
4.	Data Entry Operator Examination,2008	65796	201204	267000	24.64
5.	Accountants in A&N Admn. Examination,2008	--	--	1800	--
6.	Sub-Inspector in (CPOs) Examination,2008	5573	65259	70832	7.86
7.	Section Officer (Audit) Examination,2008	55540	144285	199825	27.79
8.	Tax Assistant Examination,2008	38172	131495	169667	22.49
	Total	246724	745038	993562	24.83

CHAPTER-VII

BESIDES THESE, THE COMMISSION ALSO CONDUCTED THE FOLLOWING MAIN EXAMINATIONS DURING THE YEAR, THE NUMBER OF WOMEN CANDIDATES BEING-

Sl. No.	Name of Examination	Applied		Total	%age of female
		Female	Male		
1.	Combined Graduate Level (Main) Examination 2008	6220	57190	63410	09.81
2.	Combined Matric Level (Main) Examination 2008	7329	59584	66913	10.95

As evident from the above table during the year 2008-2009 in all Open Competitive Examinations conducted by the Staff Selection Commission, a total of 993562 candidates had applied, out of which 246724 were women candidates, accounting for 24.83 percent.

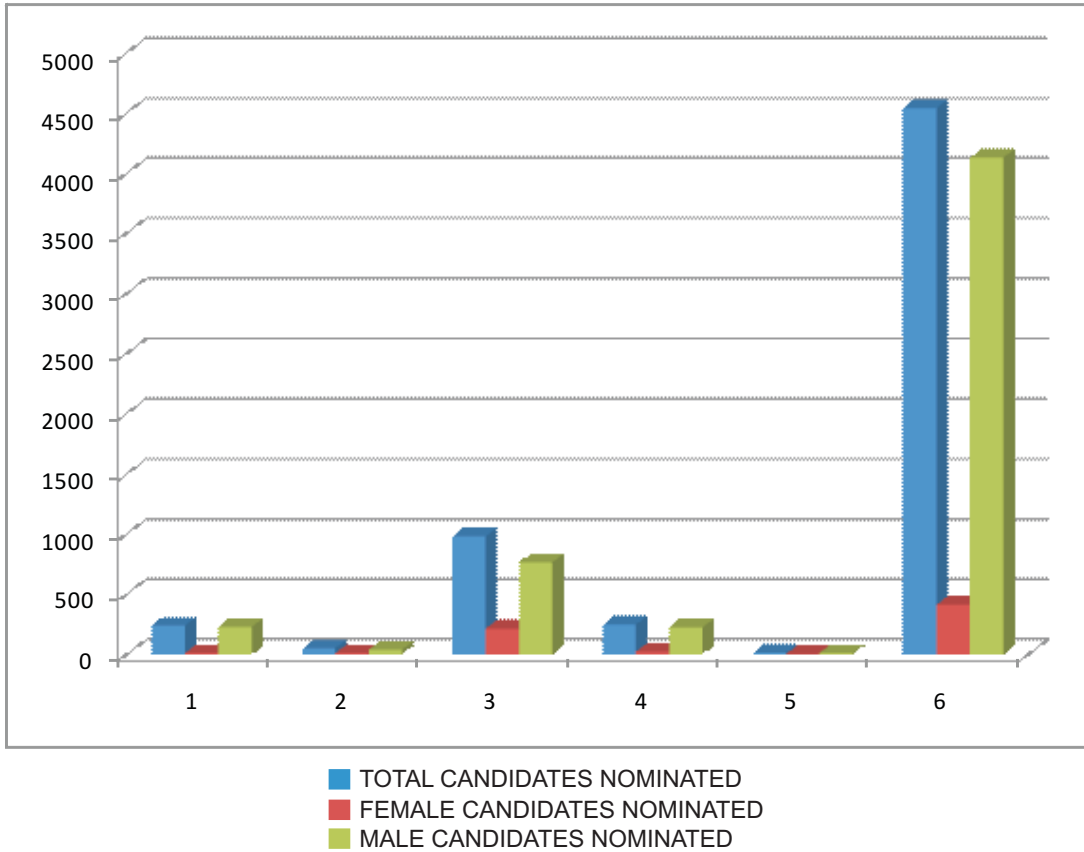
Percentage wise, it will be seen that in Combined Graduate Level (Preliminary) Examination, 2008 there was maximum participation by women candidates. Of the total candidates that applied for this examination, 29.8 % were female. This was followed by S.O.(Audit) Examination, 2008 and Statistical Investigator Gr.III & Compiler Examination, 2008, where their percentage was around 27.79% and 27.72 % respectively. The lowest participation of women candidates is noticed in the case of Central Police Organisation (Sub Inspector) Examination, 2008 where the figure is at 7.86 % only.

SUCCESS RATE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING THE PERIOD 1.4.2008 TO 31.3.2009.

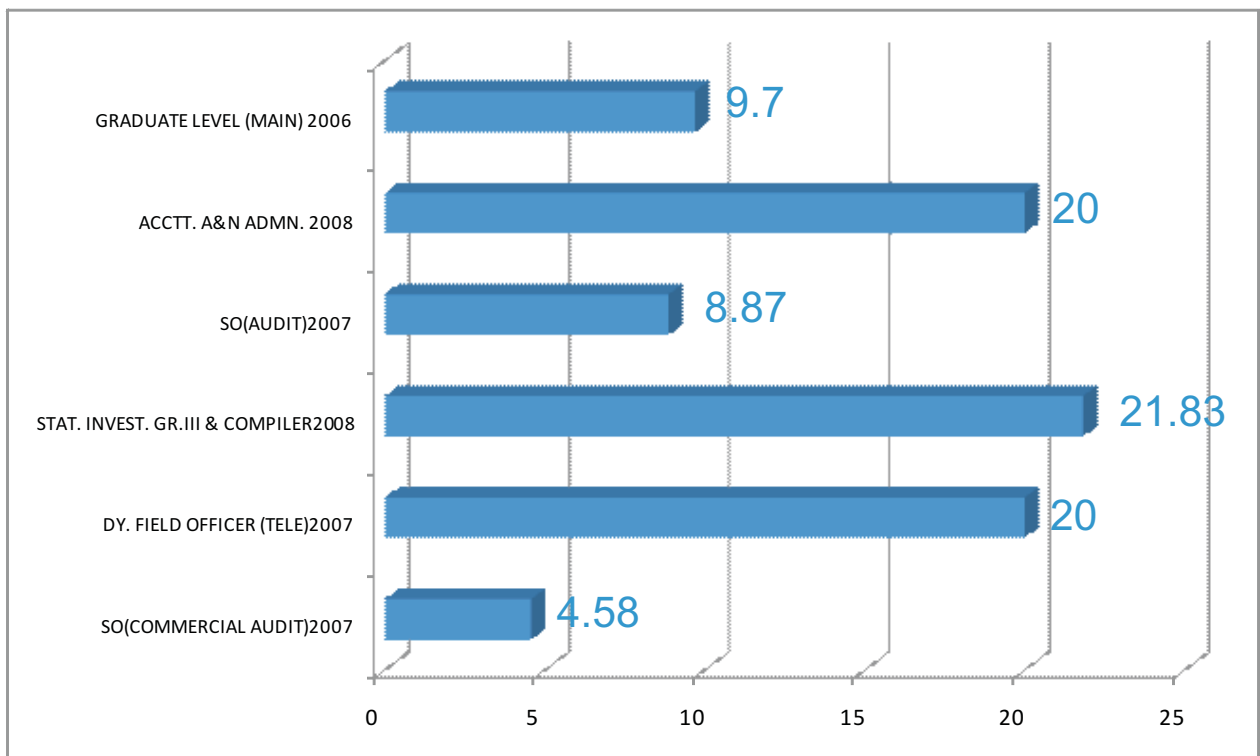
Sl. No.	Name of Examination	No. of candidates finally qualified		
		Total	Women	%age
1.	Section Officer (Commercial Audit) Examination,2007	240	11	04.58
2.	Deputy Field Officer (Tele) Examination,2007	50	10	20.00
3.	Statistical Investigators Gr.III& Compiler Examination, 2008	980	214	21.83

Table Continue next page

SUCCESS RATE OF FEMALE CANDIDATES IN OPEN EXAMINATIONS CONDUCTED DURING THE PERIOD 1.4.2008 TO 31.3.2009



PERCENTAGE OF SUCCESSFUL FEMALE CANDIDATES FINALLY QUALIFIED



CHAPTER-VII

Sl. No.	Name of Examination	No. of candidates finally qualified		
		Total	Women	%age
4.	Section Officer (Audit) Examination.2007	248	22	08.87
5.	Accountant in A&N Admn, Examination.2008	15	3	20.00
6.	Graduate Level (Main) Examination, 2006	4541	412	09.70

However, the success rate of women candidates in different open examinations conducted by the Staff Selection Commission was lower as compared to their male counterparts. In Statistical Investigator Exam., 2008, 21.83 percent women candidates finally qualified while in Section Officer(Audit) Examination, 2007 the percentage of women candidates who qualified was 8.87% as compared to 6% in the previous year.

The candidates who qualified on the basis of their performance in written examination for the post of Sub-Inspectors in CPO were required to undergo Physical Efficiency Test (PET), which is prescribed at a relaxed standard for women candidates as under:

Physical Standards

		Male	Female
(I)	Height		
(a)	General candidates	170 cms.	157 cms.
(b)	Candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Sikkimies, Leh and Ladakh, Kashmir Valley and North Eastern States.	165 cms.	155 cms.

Table Continue next page

CHAPTER-VII

(II)	CHEST	Unexpanded	Expanded	
(a)	General	80 cms	85 cms	No Measurement prescribed
(b)	Candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Sikkimies, Leh and Ladakh, Kashmir Valley and North Eastern States.	80 cms	85 cms	No Measurement prescribed
(c)	Tribals/Adivasis including Mizos and Nagas	77 cms.	82 cms.	

(iii) Weight

Male: Corresponding to Height **Female:** Corresponding to height

Note- Female candidates are eligible For CISF and CRPF only.

MEDICAL STANDARDS

(a) Eye Sight:

The Minimum distant vision should be 6/6 and 6/9 of 2 eyes without correction, i.e. without wearing of glasses.

- (b) The candidates must not have knock-knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.

CHAPTER-VII

PHYSICAL EFFICIENCY TEST(PET)

All those candidates who are found eligible as per physical standards and medical screening are allowed to appear in physical efficiency test. The test consists of the following items.

FOR MALE CANDIDATES	FOR FEMALE CANDIDATES
(a) 100 meters race in 16 seconds (b) 1.6 Kms. race in 6.5 minutes (c) Long Jump: 3.65 meters in 3 chances (d) High Jump: 1.2 meters in 3 chances (e) Shot put (16lbs): 4.5 meters in 3 chances	(a) 100 meters race in 18 seconds (b) 800 meters race in 4 minutes (c) Long jump: 9 feet in 3 chances (d) High jump : 3 feet in 3 chances

CHAPTER-VIII

PROGRESSIVE USE OF HINDI IN COMMISSION'S WORK

The Commission continued to make sincere and fruitful efforts for implementing various provisions of the Official Languages Act, 1963 and Official Language Rules, 1976 leading to increased use of Hindi in official work during the year under report.

ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION

Commission has full fledged Hindi Section under the charge of an Assistant Director (OL) with two Senior Translators, one Jr. Translator and a typist. Apart from implementation of the Official Language Policy and Annual Programme, this Section is also engaged in translation work. It also monitors the implementation of Official Language Policy in SSC (Hqrs.) as well as its Regional Offices.

OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

Four meetings of the Official Language Implementation Committee were held during the year under report. In these meetings, the representatives of Department of Official Language and Department of Personnel & Training were also invited to share their experiences and provide guidance for speeding up the use of Hindi in day to day work of the Commission. The decisions taken in these meetings were communicated to all concerned and follow up action taken.

CORRESPONDENCE IN HINDI

Despite its preoccupation with conduct of various examinations as per time bound schedule of examinations, the Commission made every possible effort in making progressive use of Hindi by originating correspondence in Hindi with Central Govt. offices located in A,B and C Regions and the members of public. As a result of these efforts the percentage of original correspondence has increased. Documents mentioned under Section 3(3) of the Official Language Act such as Resolutions, Notifications, Notices, Press Releases, Rules & Regulations etc. were issued bilingually.

COMPULSORY TRAINING IN HINDI

During the year 2008-09, almost all officials of the Commission possessed proficiency/working knowledge in Hindi. In all 123 officers / officials have working knowledge of Hindi. Among all Stenographers/Typists, 08 Stenographers and 04 Typists 06 Stenographers are already trained.

INCENTIVE SCHEME

The Officers and Staff having working knowledge of Hindi were encouraged to participate in the Cash reward Scheme for original Hindi noting/drafting in official work. During the year under report 10 employees were given cash reward for doing

CHAPTER-VIII

their maximum official work in Hindi.

TRANSLATION

Staff Selection Commission is a recruiting agency. Every year recruitment is made for different categories of posts through competitive examination. For this purpose notices of the examinations are issued and the translation of the same is done by Hindi Section. Besides, translation work relating to progressive use of Hindi is also done. During the year under report, the translation work of Annual Report of Staff Selection Commission and Employment News notices was also done in addition to the translation work of routine nature.

SPECIAL MEASURES TO ENCOURAGE PROGRESSIVE USE OF HINDI – OBSERVANCE OF HINDI FORTNIGHT (PAKHWARA) AND HINDI WORKSHOP

In order to create awareness about Hindi and creation of conducive atmosphere for its progressive use among Officers and Staff of the Commission, Hindi Fortnight was organized as an Annual Feature during 14th Sept. 2008 to 28th Sept. 2008. During the fortnight, 1 Hindi Workshop including 6 different competitions like Essay Writing, Typing Test, Noting and Drafting, Poem Recitation, Extempore Speech and Quiz in Hindi were organized.

63 participants participated in these competitions and 18 participants received cash reward and certificates. SECRETARY, (DOPT) distributed the awards to winners in the concluding session. North Eastern Region (Guwahati) received an award for making significant contribution in official language implementation.

Hindi Workshop was organized from 29th to 30th July, 2008 in which 17 employees of the Commission took part receiving practical training for performing official work in Hindi.

INSPECTION BY MINISTRY ON OFFICIAL LANGUAGE AND OTHERS

Inspection of the SSC Hqrs was carried out on 5th June, 2008 by the Deputy Director (OL), DOPT. Action has already been taken on the inspection report sent by the DOPT.

To ensure proper compliance of the Official Language Policy and Programme, Regional Office at Chandigarh (NWR), Bangalore, Chennai and three Sections of Commission – Establishment-II R&A and Examination Headquarter were also inspected by Under Secretary (Estt-II), A.D.(OL.) and a Senior Translator. Appropriate guidelines were issued to remove the shortcomings found during the inspection.

APPENDICES



कर्मचारी चयन आयोग
STAFF SELECTION COMMISSION

APPENDIX-I

TEXT OF THE RESOLUTION CONSTITUTING THE STAFF SELECTION COMMISSION

1. **RESOLUTION [No. 46/1(S)/74-Estt.(B) dt. 4.11.1975 issued by DoPT]**
On a careful consideration of the recommendations of the Administrative Reforms Commission in its Report on Personnel Administration, the Government of India has decided to set up a “**Staff Selection Commission**”.
2. **CONSTITUTION OF THE STAFF SELECTION COMMISSION**
The Commission will be an attached office of the Department of Personnel and Administrative Reforms (Cabinet Secretariat) and will comprise of a Chairman, a Member and a Secretary-cum-Controller of Examinations to be appointed on such terms and conditions as may be prescribed by the Government from time to time. The Commission will be provided such supporting staff as may be considered necessary by Government.
3. **FUNCTIONS**
The Staff Selection Commission will make recruitment to (a) Class II (Group B) posts of Assistant (Grade IV of the Central Secretariat Service) and Stenographers Grade 'C' (of the Central Secretariat Stenographers Service) and (b) all non-technical Class III(Group C) posts in the Departments of the Government of India and in the Subordinate Offices, except those for which recruitment is made by the Railway Service Commissions/Railway Recruitment Boards and Industrial Establishments.
The Commission will among other things conduct examinations, whenever, required for recruitment to the posts within their purview for ensuring that as far as possible the actual recruitment is made on a zonal basis so as to enable candidates from different regions to be absorbed in the vacancies arising within the respective regions. The examinations would be held as far as possible at different centres and successful candidates posted, to the extent possible to their home State/Region.

The Commission will in particular

1. Conduct the Clerks Grade Competitive Examinations for recruitment of Lower Division Clerks in respect of the following:
 - i. Indian Foreign Service Grade IV.
 - ii. Railway Board, Secretariat Clerical Service Grade II.
 - iii. Central Secretariat Clerical Lower Division Grade.
 - iv. Armed Forces Headquarters Clerical Service Lower Division Grade.
 - v. Posts of Lower Division Clerks in the Department of Parliamentary Affairs, Delhi.
 - vi. Posts of Lower Division Clerks in the Directorate General, Research Designs and Standards Organisation, Lucknow.
 - vii. Posts of Lower Division Clerks in other departments and attached offices of the Government of India not participating in the IFS(B)/Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service.
2. Hold competitive examinations for Recruitment to Grade 'C' and Grade 'D' of the Central Secretariat Stenographer Service. \$.
3. Hold Departmental Examinations for:
 - i) Promotion from Class IV to Class III of the Central Secretariat Clerks Grade.
 - ii) Promotion from LDCs Grade to UDCs Grade of the CSCS for the Ministries/Departments of the Government of India.
4. Hold Competitive examination for Recruitment of Assistants (Grade IV of the Central Secretariat Service).\$
5. Conduct of Typewriting Test in English and Hindi once in every two months.
6. Prepare schemes for recruitment to Class II non-technical posts in the Subordinate Offices of the Government of India in consultation with the Department concerned.
7. Conduct examinations for recruitment to non-technical Class-III posts in the subordinate service in the Ministries/Departments of the Government of India and their Attached and Subordinate Offices as may be specified by the Government from time to time.

The term Subordinate Services will include Group 'B' posts of Assistants (Grade

APPENDIX-I

'IV' of the Central Secretariat Service and Stenographers Grade 'C' of the Central Secretariat Stenographers Service and all Group 'C' posts sanctioned in the Ministries/Departments, their attached and subordinate offices in the Government of India recruitment to which is to be made through the Staff Selection Commission, but will not include posts recruitment to which is made by Railway Service Commission/Railway Recruitment Board. @

However, in order to facilitate the smooth takeover of work relating to recruitment by the Staff Selection Commission, in the first phase, the Commission will take over the existing functions of the Examination Wing of the Institute of Secretariat Training and Management. In the second phase, the posts in subordinate offices and departments located in Delhi, excluding posts recruitment to which is made by the Railway Service Commission, staff in the office of the Comptroller and Auditor General and the Accountant General and Industrial establishment in consultation with the Ministries/Departments concerned. In subsequent phases, the Commission will take over recruitment to Class III Non-technical posts in the subordinate and other offices located outside Delhi, in consultation with the ministry, department concerned, but excluding posts recruitment to which is made by the Railway Service Commission, staff in the office of the Comptroller and Auditor General and the Accountant General and Industrial Establishment

4 DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN AND MEMBER

(A) CHAIRMAN

The Chairman as, administrative head of the SSC will be responsible for:

- i) Ascertaining from the Departments the number of Group 'B' posts of Assistants and Stenographers Grade 'C' and non-technical Group 'C' posts for which recruitment is to be made from time to time.#
- ii) Inviting applications by means of advertisement.
- iii) Scrutinising applications received in response to advertisements.
- iv) Selection of candidates either by competitive examinations or interview of candidates.
- v) Submission to the Departments concerned the name of selected candidates.
- vi) Taking steps to ensure that in making recommendations the Department

APPENDIX-I

will be able to discharge their obligations in respect of the recruitment of members of the Scheduled Caste and Scheduled Tribe.

- vii) Maintaining records of appointments made by SSC.
- viii) Submitting an annual report of the activities of the SSC to the Department of Personnel and Administrative Reforms.
- ix) Any other duty entrusted by the Department of Personnel and Administrative Reforms later on.

(B) MEMBER

- i) Assisting the Chairman in conducting examinations and interviews of candidates where necessary.
- ii) Any other duty to be assigned by the Chairman.

5. DELEGATION OF POWERS

The Chairman of the Staff Selection Commission will exercise the administrative and financial powers of the Head of Department and Secretary that of 'Head of Office'.

6. LOCATION OF OFFICE

The Headquarters of the Staff Selection Commission will be at Delhi Regional/Sub-Regional Offices of the Commission will be opened later at places where such need is felt, as and when such necessity arises. @@

7. The expenditure in the setting up of the Commission and working of the Commission will be met entirely by the Government of India. The Commission, however entitled to raise funds for purposes of conduct of the examinations by levying fees for various examinations conducted by Commission. The details regarding such fee will be fixed by the Commission in consultation with the Govt. of India.

- Inserted vide Resolution No. 24012/31/85.Estt (B) dated 7.9.1989.
- Inserted under Amendment Resolution No. 24012/31/85- Estt. (B) dated 7.9.1989.
- \$ Inserted under Amendment Resolution No. 24012/31/85-Estt. (B) dated 7.9.1989.

APPENDIX-I

@ Ibid.

Inserted vide Amendment Resolution No. 24012/42/78-Estt (B) dated 17.3.1989.

@@ Inserted vide amendment Resolution No. 24012/42/78 dated 17.3.1979

NOTE:

- i) Subordinate Service Commission was renamed as the Staff Selection Commission w.e.f 26.9.1977.
- ii) Those in charge of Regional Offices were known initially as Controller of Examinations. They were subsequently re-designated as Regional Directors.
- iii) The original Resolution No. 46(1-(S). 74-Estts.B dated 4.11.1975) has so far been amended five times.
 - (a) Resolution NO. 24012/42/78-Estt. (B) dated 17.3.79.
 - (b) Resolution No. 24012/31/85-Estt. (B) dated 7.9.89
 - (c) Resolution No. 39018/1/98-Estt (B) dt. 21.05.1999
 - (d) Resolution No. 24012/8-A/2003-Estt (B) dt. 13.11.2003
 - (e) Resolution No. 24012/8-A/2003-Estt (B) dt. 29.09.2005

No.39018/1/98-Estt(B)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCE AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi, the 21st May, 1999.

OFFICE MEMORANDUM

Subject: Consultation with UPSC

1. The Fifth Central Pay Commission in Chapter 17 of its Report has recommended a reduction in the workload of UPSC to enable the Commission to concentrate on more important issues and has given certain specific suggestions in this regard. Earlier, the Standing Parliamentary Committee on Home Affairs in their XX Report on the working of UPSC presented in 1994 has also asked the Government to identify more areas where consultation with UPSC can be dispensed with so as to reduce its workload. The Commission in the past has also impressed upon the Government to amend the relevant recruitment rules so that recruitment to Group 'B' non-gazetted posts can be handled by agencies other than UPSC.
2. In this background, the provisions of UPSC (Exemption from consultation) Regulations, 1958 and other relevant orders have been reviewed so as to identify areas where consultation with UPSC can be dispensed with. Based on such a review, it has been decided with the approval of the competent authority that:
 - (a) UPSC need not be consulted while making direct recruitment to Group 'B' service or post which is in the scale of pay the maximum of which is below Rs. 10,500 the direct recruitment to these posts will however, be made through SSC.
 - (b) Procedure of vetting by UPSC of the minutes of DPC making substantive appointment of confirmation to any Group 'A' and 'B' service or post of any person recruited directly through UPSC to such Group 'A' or Group 'B' service or post may be dispensed with.
 - (c) While making promotion by selection-cum-seniority to any Group 'A' service or post, the maximum of the scale of pay of which is less than Rs. 10,500 of an officer holding any Group 'A' service or posts. UPSC need not

APPENDIX- I (A)

be associated. However, consultation with UPSC is necessary while promoting Group 'B' Officer to lowest rank in Group 'A' posts.

3. To give immediate effect to the above decision, an umbrella Notification amending the relevant provisions of the recruitment rules has been issued. Copy of the said Notification is enclosed for information. Amendments to UPSC (Exemption from Consultation) Regulations, 1958 and Resolution dated the 4th November, 1975 laying down the functions of SSC are also being carried out simultaneously.
4. This issues with the concurrence of the Comptroller and Auditor General of India in respect of persons working in the Indian Audit and Accounts Department.

Sd/-

Director.

To All Ministries/Departments as per standard list.
Comptroller and Auditor General of India.

TEXT OF RESOLUTION CONSTITUTING THE
STAFF SELECTION COMMISSION

(To be Published in the Gazette of India in Part –1 Section –1)

No. 39018/1/98-Estt.(B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, the 21st May, 1999

RESOLUTION

The Government of India, in the department of Personnel and Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt(B) dated the 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently, been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III(Now Group 'C')(non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate Offices. The functions of the Staff Selection Commission have enlarged from time to time and now it has been decided that the Staff Selection Commission will take over the recruitment to all Group 'B' Posts in the pay scale the maximum of which is less than Rs. 10,500 from the Union Public Service Commission. Accordingly, and in view of the directions of the Supreme Court in Radhey Shyam Versus Union of India and Others, the constitution and the functions of the Staff Selection Commission shall with effect from 1st June, 1999, be as under:

1. CONSTITUTION OF THE STAFF SELECTION COMMISSION

- (I) In supersession of the Government of India in the erstwhile Department of Personnel and Administrative Reforms Resolution No. 46/1(S)/74-Estt(B) dated the 4th November, 1975 and expect as respect things done or omitted to be done before such supersession the Central Government hereby established a Commission called the Staff Selection Commission which will be an attached Office of the Department of Personnel and Training and will comprise of a Chairman, two Members and a Secretary-cum-Controller of Examinations to be appointed on such terms and conditions as may be prescribed by the Central Government from time to time.
- (ii) The Commission be provided such supporting Staff as may be considered

APPENDIX- I (B)

necessary by the Central Government.

2. FUNCTIONS

THE STAFF SELECTION COMMISSION SHALL

- (a) Make recruitment to (i) all Group 'B' Posts in the various Ministries/Departments of the Government of India and their Attached and Subordinate Offices which are in the pay scale the maximum of which is below Rs. 10,500 and (ii) all non-technical Group 'C' posts in the various Ministries/Departments of the Government of India and their attached and subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.
- (b) Conduct examinations and/or interviews, whenever required for recruitment to the posts within its purview. The examinations would be held as far as possible at different centres and successful candidates posted, to the extent possible, to their home State/Region.

THE COMMISSION SHALL IN PARTICULAR

(A) HOLD COMPETITIVE EXAMINATION FOR RECRUITMENT TO

- (i) The posts of Lower Division Clerks in the various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service/Indian Foreign Service(B), Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service.
- (ii) The posts of Grade 'C' and Grade 'D' Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service(B), Railway Board Secretariat Stenographers Service/Armed Forces Headquarters Stenographers Service and to the posts of Stenographers in other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services.
- (iii) The posts of Assistants in the various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service /IFS(B)/Railway Board Secretariat Service/Armed Forces Headquarters Civil Service.
- (iv) The posts of Inspectors of Central Excise in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom

APPENDIX- I (B)

Houses, Assistant Enforcement Officers in Directorate of Enforcement, Grade II of the Delhi Administration Subordinate Services.

- (v) The posts of Sub Inspectors in Delhi Police, Central Bureau of Investigation and Central Police Organisations.
 - (vi) The posts of Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached and Subordinate Office of the Government of India.
- (B) HOLD DEPARTMENTAL EXAMINATION FOR
- (i) Promotion from Group 'D' to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service(B)/Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service.
 - (ii) Promotion from Lower Division Clerks to Upper Division Clerical Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service(B)/ Railway Board Secretariat Clerical Service/Armed Forces Headquarter Clerical Service.
 - (iii) Promotion from Stenographers Grade 'D' to Stenographers Grade 'C' of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service(B)/Railway Board Secretariat Stenographers Service/Armed Forces Headquarters Stenographers Service.
- (C) Conduct periodical Typewriting Test in English and Hindi.
- (D) Prepare Schemes for recruitment to all Group 'B' Posts which are in the Pay scale the maximum of which is below Rs. 10,500/- and Group 'C' non-technical posts in the Ministries/Departments of the Government of India including its Attached and Subordinate Offices in consultation with the Departments concerned.
- (E) Conduct examinations/selections for recruitment to all Group 'B' posts which are in the pay scale the maximum of which is below Rs. 10,500/- and all Group 'C' non-technical posts in the Ministries/Departments of the Government of India and their attached and subordinate offices as may be specified by the Government from time to time.
- (F) Perform such other functions as may be entrusted to it by the Central Government from time to time.

APPENDIX- I (B)

3. POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE CHAIRMAN AND MEMBERS

(A) CHAIRMAN

The Chairman, as administrative head of the Staff Selection Commission shall be responsible for:

- (i) Ascertaining from the Departments the number of vacancies including those reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, etc. in Group 'B' posts which are in the pay scale the maximum of which is less than Rs. 10,500/- and all Group 'C' non-technical posts, for which recruitment has to be made, selecting suitable candidates through competitive examinations/interviews, recommending selected candidates for appointment against the reported vacancies and maintaining records of appointment made by it.
- (ii) Submitting an Annual Report of the activities of the Staff Selection Commission to the Department of Personnel and Training.
- (iii) Performing such other duties as may be entrusted to him by the Department of Personnel and Training.

(B) MEMBERS

The Members shall

- (i) Assist the Chairman in conducting examinations and interviews of candidates, wherever necessary.
- (ii) Perform such other duties as may be assigned to him by the Chairman.

4. DELEGATION OF POWERS

In carrying out the functions of the Staff Selection Commission, the Chairman may exercise all administrative and financial powers of the "Head of the Department" and Secretary that of "Head of Office".

5. LOCATION OF OFFICE

The headquarters of the Staff Selection Commission shall be at Delhi, Regional or Sub-Regional Offices of the Commission which are operating at present are given in Appendix – III. The Commission may, with the approval of the Department of Personnel and Training, open more Regional/Sub-Regional Offices of the

APPENDIX- I (B)

Commission at such other places as it may consider necessary.

6. The expenditure in the setting up of any Regional/Sub-Regional Offices of the Commission and working of the Commission will be met entirely by the Government of India. The Commission is, however, entitled to collect from the candidates fees for the various examinations/selections conducted by it. The details regarding such fees will be fixed by the Commission in consultation with the Government of India.

(Sd/-)
Director

APPENDIX- I (B)

ORDER

Ordered that a copy of this Resolution be communicated to all State Governments, All Ministries/Departments of the Government of India etc. and also that the Resolution be published in the Gazette of India.

Sd/-
Director

To,

The Manger,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.
No. 39018/1/98-Estt.(B)

New Delhi, the 21st May, 1999

Copy forwarded to:

1. All Ministries/Departments of the Government of India.
2. All State Governments/Union Territories.
3. Prime Minister's Office/President's Secretariat/Vice- President's Secretariat/Lok Sabha, Rajya Sabha Secretariats/Supreme Court/CVC/ C&AG/ Commissioner for SC/ST/ Commissioner for Linguistic Minorities/All Zonal Councils/Election Commission/All Central Administrative Tribunals.
4. Secretary, UPSC, New Delhi.
5. Secretary, SSC, New Delhi.
6. All Attached/Subordinate offices and all sections of the Ministry of Personnel, Public Grievances & Pensions.

APPENDIX- I (C)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA IN PART-1 SECTION-1)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, 13th November, 2003

RESOLUTION

No. 24012/8.A/2003-Estt.(B).. Government of India, in the department of Personnel and Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt.(B) dated the 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (now Group 'C') (non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate Offices. The functions of the Staff Selection Commission were enlarged from time to time and also keeping in view the direction of the Supreme Court in Radhey Shyam Vs Union of India and Others, the constitution and functions of the Staff Selection Commission were modified further vide resolution No. 39018/1/98-Estt.(B) dated 21.5.1999 w.e.f. 1st June, 1999.

2. It has now been decided to make the following additions to the Resolution No. 39018/1/98-Estt.(B) dated 21.5.1999 with immediate effect, namely :-

(a) In para 2(1) of the Resolution dated 21.5.99, the following shall be added after sub-para (b) namely:

“(C) make recruitment to the post of Section Officer (Commercial/Audit) and also all non-gazetted posts carrying the pay scale of Rs. 6500-10,500.”

Sd/-

Director

Foot Note :- The Principal Resolution was published vide No. 39019/1/98-Estt.(B) in the Extraordinary Gazette Part 1 Section 1 dated 24th May, 1999.

To,

The Manager,
Government of India Press,
Mayapuri, New Delhi.

**TO BE PUBLISHED IN THE GAZETTE OF INDIA IN PART-II SECTION-3
Sub-section (I)**

**Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training**

New Delhi the 29th September, 2005

Resolution

No. 24012/8-A/2003-Estt. (B) Government of India, in the department of Personnel and Administrative Reforms vide its Resolution No. 46/1(s)/74-Estt.(B) dated the 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (now Group "C") (non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate Offices. The functions of the Staff Selection Commission were enlarged from time to time and also keeping in view the directions of the Supreme Court in Radhey Shyam Vs Union of India and others, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/1/98-Estt.(B) dated 21.5.1999 w.e.f. 1st June, 1999.

2. It has now been decided to make the following amendments to the Resolution No. 39018/1/98-Estt.(B) dated 21.5.1999 with immediate effect, namely:-

(b) In para 2(1) of the Resolution dated 21.5.99 and further amended vide Resolution dated 13.11.2003, the existing entry after sub-para (b) shall be substituted by the following namely:-

“(c) Make direct recruitment to all non-gazetted posts the post carrying the pay scale of Rs. 6500-10,500.”

(Smt. Shubha Thakur)
Under Secretary to the Government of India

APPENDIX- I (C)

No. 24012/8-A/2003-Estt (B)

Foot Note:- The Principal Resolution was published vide No. 39018/1/98-Estt.(B) in the Extraordinary Gazette Part 1 Section 1 dated 24th May, 1999 and amended vide No. 24012/8-A/2003-Estt (B) dated 22.11.2003.

No. 24012/8-A/2003 Estt. (B) Dated 29 the September, 2005

To,

The Manger,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

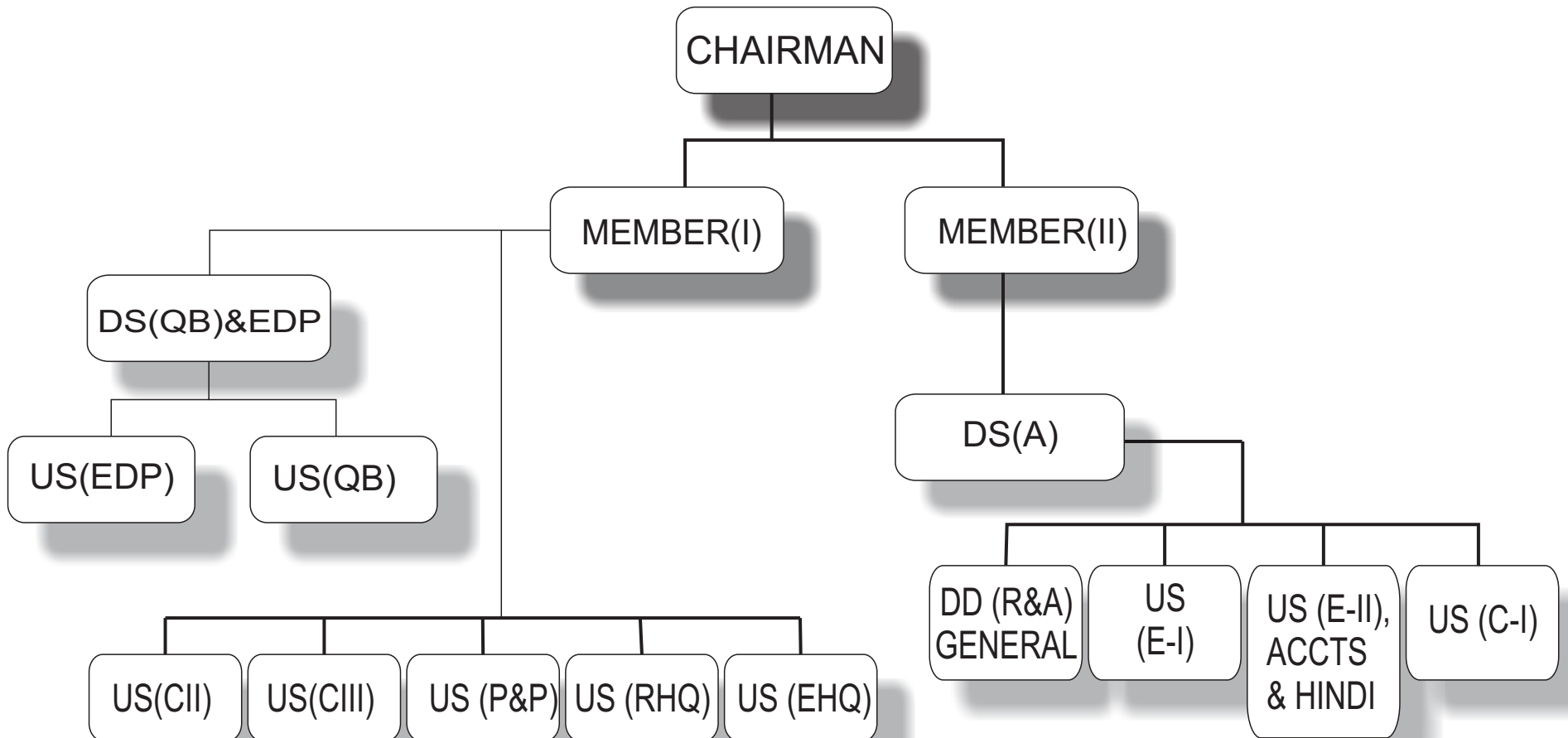
Copy forwarded to:

- a. All Ministries/Departments of the Government of India.
- b. Legislative Department, Shastri Bhavan, New Delhi.
- c. Legislative Department (OL Wing), Bhagawan Das Road, New Delhi
- d. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
- e. The Secretary, Staff Selection Commission, CGO Complex, New Delhi.
- f. All Sections/Officers of the Department of Personnel and Training, North Block, New Delhi.
- g. Website Room, NIC, Department of Personnel and Training, North Block, New Delhi.
- h. Facilitation Centre, Department of Personnel and Training, North Block, New Delhi-20 spare copies.
- i. Guard file.
- j. 50 spare copies.

(Smt. Shubha Thakur)
Under Secretary to the Government of India

APPENDIX-II

ORGANIZATIONAL CHART OF STAFF SELECTION COMMISSION



APPENDIX-III

REGIONAL / SUB-REGIONAL OFFICES OF THE STAFF SELECTION COMMISSION

REGION / SUB-REGION	DATE OF ESTABLISHMENT
Northern Region (New Delhi)	01.07.1976 (26.09.1979)*
Southern Region (Chennai)	14.11.1977
Eastern Region (Kolkata)	27.12.1977
Central Region (Allahabad)	31.12.1977
Western Region (Mumbai)	10.01.1978
Madhya Pradesh Region (Raipur)	01.01.1980
North Eastern Region (Guwahati)	07.02.1981
Kerala Karnataka Region (Bangalore)	01.03.1990
North Western Region (Chandigarh)	16.11.1996

* Separate Regional Office carved out on 26.09.1979

APPENDIX-III(A)

**REGIONAL/ SUB REGIONAL OFFICES AND
THEIR OPERATIVE JURISDICTION**

Region/ Regional Offices	regional Head Quarters	Address	State/ Territories Constituting the Region	Telephone No. of Regional Offices/ Regional Directors
Northern Region	Delhi	Block No. 12, Kendriya Karyalaya Parisar, Lodhi Road, New Delhi-10003	States : Rajasthan, Delhi and Uttarakhand	Off : 011/24360944 24364802 Fax : 011/24360944
Central Region	Allahabad	8, A-B, Beli Road, Allahabad - 211002	States : Bihar, Uttar Pradesh	Off : 0532/2542005 2641924 Fax : 0532/2542005
Eastern Region	Kolkata	Old Assembly Building, (Ground Floor), 5 Esplanade Row West, Kolkata-700001	States : Orissa, West Bengal, Sikkim, Union Territory of Andaman & Nicobar Island, Jharkhand	Off : 033/22488601 /22480776 Fax: 033/22488601
North Eastern Region	Guwahati	Rukmani Nagar, P.O., Assam Sachivalaya, Dispur, Guwahati-781006 –	States : Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura	Off : 033/22488601 /22480776 Fax: 033/22488601
Western Region	Mumbai	1 st Floor, South Wing, Prathistha Bhavan (Old C.G.O.) 101, M.K. Road, Mumbai - 400020	States : Goa, Gujarat, Maharashtra, Union Territory : Daman, Diu, Dadara & Nagar Haveli	Off : 022/22018521 /22019118 /22018866 /22018752 Fax : 022/22018527
Southern Region	Chennai	Tamilnadu Text Book Society Building (EVK Sampath Building) 2nd Floor, College Road, Chennai - 6	States : Andhra Pradesh, Tamil Nadu & Union Territory of Pondicherry	Off : 044/28275568 /28235021 Fax : 044/28275568
Kerala & Karnataka Region	Bangalore	Kendriya Sadan, 1st Floor, E-Wing, 2nd Block, Koramangala, Bangalore - 560034	States : Karnataka, Kerala and Union Territory of Lakshdeep	Off : 080/25520653 /25521071 Fax : 080/25520653

APPENDIX-III(B)

**SUB-REGIONAL OFFICES AND
THEIR OPERATIVE JURISDICTION**

Region/ Sub- Regional Offices	regional Head Quarters	Address	State/ Territories Constituting the Region	Telephone No. of Regional Offices/ Regional Directors
Madhya Pradesh Region	Raipur	Nishant Villa 'F' Jalvihar Colony, Raipur	Madhya Pradesh, Chhatisgarh	Off. 0771/2423678 /2422507 Fax 0771/2423678
North Western Region	Chandigarh	Block No. 3, Ground Floor, Kendriya Sadan, Sector - 9, Chandigarh – 160017	States : Himachal Pradesh, Haryana, Punjab, Jammu & Kashmir, UT of Chandigarh	Off : 0172/2742144 /2749378 Fax: 0172/2742144

APPENDIX-IV

NAME / PAY SCALE / SRENGTH OF VARIOUS POSTS

S. NO.	NAME OF THE POST	PAY SCALE / Grade Pay
1.	Chairman (Eqv. Secy./ Addl. Secy.)	PB -4- 80000/-FIXED
2	Member (Eqv. Jt. Secy.)	PB- 4-37400-67000/-10000
3.	Secretary (Eqv. Director)	PB-4-37400-67000/- 8700
4.	Deputy Secretary	PB-3-15600-39100/- 7600
5.	Joint Director (R&A)	PB-3-15600-39100/- 7600
6..	Joint Director (ER)	PB-3-15600-39100/- 7600
7.	Regional Director	PB-3-15600-39100/- 7600
8.	Under Secretary / Deputy Director	PB-3-15600-39100/-6600
9.	Principal Private Secretary	PB-3-15600-39100/-6600
10.	Finance & Budget Officer	PB-3-15600-39100/-5400
11.	Assistant Director (OL)	PB-3-15600-39100/-5400
12.	Accounts Officer	PB-2- 9300-34800/-4800
13.	Programmer	PB-2- 9300-34800/-4800
14.	Section Officer/Assistant Director	PB-2- 9300-34800/-5400
15.	Private Secretary/Stenographer Gr. A+B	PB-2-9300-34800/-4800
16.	Research Officer Gr. I	PB-2-9300-34800/-4800
17.	D.P.A. Gr. 'B'	PB-2-9300-34800/-4600
18.	Senior Hindi Translator	PB-2-9300-34800/-4600
19.	Assistant	PB-2-9300-34800/-4200
20.	Steno Grade 'C'	PB-2-9300-34800/-4200
21.	Accountant	PB-2-9300-34800/-4200
22.	Research Assistant Gr. I	PB-2-9300-34800/-4600

APPENDIX-IV

S. NO.	NAME OF THE POST	PAY SCALE / Grade Pay
23.	Junior Hindi Translator	PB-2-9300-34800/-4200
24.	D.P.A. Grade 'A'	PB-2-9300-34800/-4200
25.	D.E.O. Grade 'C'/ Manager (Canteen)	PB-2-9300-34800/-4200
26.	Research Assistant Grade II	PB-1-5200-20200/-2800
27.	Librarian Grade II	PB-1-5200-20200/-2800
28.	D.E.O. Grade 'B'	PB-1-5200-20200/-2800
29.	Caretaker	PB-1-5200-20200/-2800
30.	U.D.C./Steno Grade 'D'	PB-1-5200-20200/-2400
31.	D.E.O. Gr. 'A' / Asstt. Manager-cum-Storekeeper	PB-1-5200-20200/-2400
32.	Halwai-cum- Cook	PB-1-5200-20200/-2400
33.	L.D.C./Clerk (Canteen)	PB-1-5200-20200/-1900
34.	Staff Car Driver/ Asstt. Halwai-cum-Cook	PB-1-5200-20200/-1900
35.	Senior Gestetner Operator	PB-1-5200-20200/-1800
36.	Junior Gestetner Operator	1-S-4400-74400/-1650
37.	Daftary	1-S-4400-74400/-1650
38.	Daftary- Cum- Messenger	1-S-4400-7440/-1400
39.	Library Attendant /Tea Maker/ Bearer/	1-S-4400-7440/-1400
40.	Jamadar	1-S-4400-7440/-1400
41.	E.W.A. / Wash Boy	1-S-4400-7440/-1300
42.	Peon / Chowkidar / Farash / Safai Karamchari	1-S-4400-7440/-1300

APPENDIX-IV

**Group-wise, And Designation-wise Break-up of staff strength in
HEADQUARTER OFFICE, REGIONAL AND SUB-REGIONAL
OFFICES OF THE
STAFF SELECTION COMMISSION (as on 31.3.09)
GROUP 'A'**

S.N.	Name of Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
1.	Chairman	1	--	--	--	--	--	--	--	--	--	1
2.	Member	2	--	--	--	--	--	--	--	--	--	2
3.	Secretary	1	--	--	--	--	--	--	--	--	--	1
4.	Director	1	--	--	--	--	--	--	--	--	--	1
5.	Deputy Secretary	1	--	--	--	--	--	--	--	--	--	1
6.	Joint Director (ER)	1	--	--	--	--	--	--	--	--	--	1
7.	Joint Director (ER)	1	--	--	--	--	--	--	--	--	--	1
8.	Regional Director	--	1	1	1	1	1	1	--	1	--	7
9.	Deputy Director	1	--	3	1	2	1	1	1	--	1	11
10.	Deputy Director R&A	1	--	--	--	--	--	--	--	--	--	1
11.	Under Secretary	9	2	--	--	--	--	--	--	--	--	11
12.	Deputy Director(EDP)	2	--	--	--	--	--	--	--	--	--	2
13.	Finance & Budget Officer	1	--	--	--	--	--	--	--	--	--	1
14.	Principal Private Secretary	1	--	--	--	--	--	--	--	--	--	1
	TOTAL	23	3	4	2	3	2	2	1	1	1	42

APPENDIX-IV

GROUP 'B'

S.N.	Name of Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
15.	Accounts Officer	--	1	1	1	1	1	--	--	--	--	5
16.	Section Officer/AD	18	6	6	4	4	2	3	2	4	2	51
17.	Research Officer Gr. II	1	--	--	--	--	--	--	--	--	--	1
18.	Hindi Officer A.D. (OL)	1	--	--	--	--	--	--	--	--	--	1
19.	Private Secretary (Steno Gr.A+B Merged)	3	--	--	--	--	--	--	--	--	--	3
20.	Programmer	1	--	--	--	--	--	--	--	--	--	1
21.	D.P.A. Gr. 'B'	4	--	--	--	--	--	--	--	--	--	4
22.	Accountant	1	--	1	1	1	1	1	1	1	1	9
23.	Assistant	27	7	8	7	6	3	5	2	5	3	73
24.	Steno Gr. 'C'	5	1	1	1	1	1	1	--	--	--	11
25.	Sr. Hindi Translator	2	--	--	--	--	--	--	--	--	--	2
26.	Research Assistant Gr. I	2	--	--	--	--	--	--	--	--	--	2
27.	Jr. Translator	1	--	--	--	--	--	--	--	--	--	1
	TOTAL	66	15	17	14	13	08	10	5	10	6	164

APPENDIX-IV

GROUP 'C'

S.N.	Name of Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
28.	Research Assistant Grade.II	3	--	--	--	--	--	--	--	--	--	3
29.	D.P.A. Grade 'A'	11	--	--	--	--	--	--	--	--	--	11
30.	Librarian Gr. II	1	--	--	--	--	--	--	--	--	--	1
31.	D.E.O. Gr. 'C'	7	--	--	--	--	--	--	--	--	--	7
32.	D.E.O. Gr. 'B'	7	--	--	--	--	--	--	--	--	--	7
33.	Caretaker	1	--	--	--	--	--	--	--	--	--	1
34.	U.D.C.	31	4	3	3	4	2	6	2	3	1	59
35.	Steno Gr. 'D'	7	1	2	2	2	--	1	1	1	1	18
36.	D.E.O. Gr. 'D'	12	1	1	2	1	1	1	1	1	--	21
37.	L.D.C.	13	3	3	3	4	3	3	2	3	2	39
38.	Staff Car Driver	2	1	1	1	1	1	1	1	1	--	10
	TOTAL	95	10	10	11	12	7	12	7	9	4	177

*One post of EWA has been transferred from KKR to ER vide O.M. No. 06/2006-Estt.II dt.

APPENDIX-IV

GROUP 'D'

S.N.	Name of Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
39.	Sr. Gestetner Operator	1	--	--	--	--	--	--	--	--	--	1
40.	Daftary	7	2	--	--	--	--	--	--	--	--	9
41.	Librarian Attendant	1	--	--	--	--	--	--	--	--	--	1
42.	Messenger-cum-Daftary	--	--	1	1	1	1	1	1	--	--	6
43.	Jamadar (Sr. Peon)	3	--	--	--	--	--	--	--	--	--	3
44.	Peon	7	1	--	1	1	--	1	--	2	2	15
45.	E.W.A	17	6	5	6	10	3	8	4	5*	4	68
46.	Chowkidar	--	--	1	1	1	1	1	--	--	--	5
47.	Farash	1	--	--	--	--	--	1	--	--	--	2
48.	Safai Karmchari	3	--	--	--	--	--	--	--	--	--	3
	TOTAL	40	9	7	9	13	5	12	5	7	6	113
	GRAND TOTAL	224	37	38	36	41	22	36	17	27	18	496

APPENDIX-IV

GROUP/CATEGORY-WISE SANCTIONED STAFF STRENGTH

GROUP	HQ	NR	TOTAL	OTHER REGIONAL/ SUB REGIONAL OFFICE	GRAND TOTAL
GROUP 'A'	23	03	26	16	42
GROUP 'B'	66	15	81	83	164
GROUP 'C'	95	10	105	72	177
GROUP 'D'	40	9	49	64	113
TOTAL	224	37	261	235	496

Total No. of Ministerial Posts:	275
Total No. of SSC Cadre Posts:	217
Total No. of Deptt. of Official Language Posts:	4
TOTAL	496

APPENDIX-V

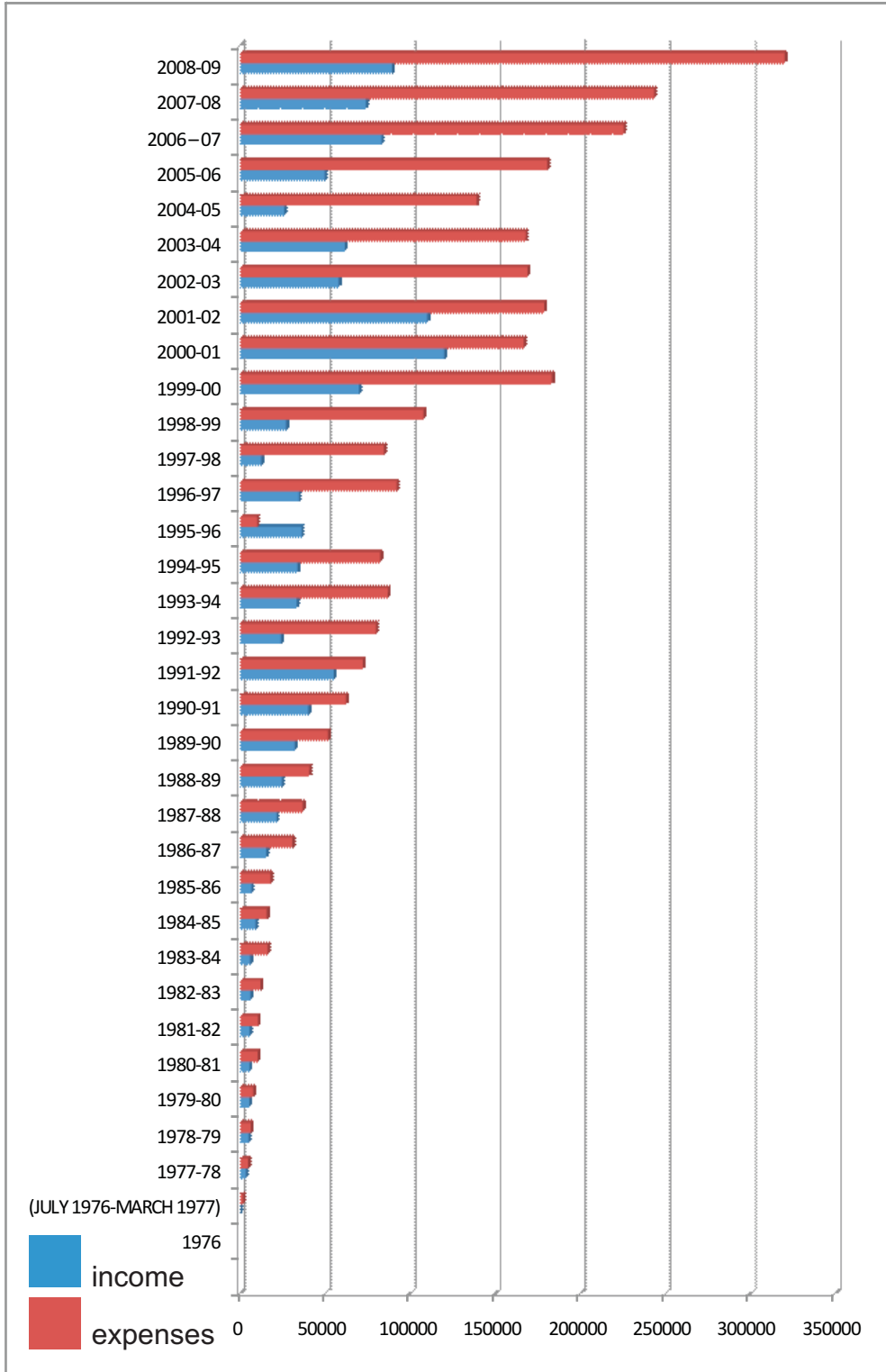
INCOME AND EXPENDITURE OF STAFF SELECTION COMMISSION (IN THOUSAND OF RUPEES)

YEAR	INCOME ('000')	EXPENDITURE(Rs.'000')
1976 (JULY 1976-MARCH 1977)	N.A.	1823
1977-78	3368	4648
1978-79	5121	6210
1979-80	5480	7705
1980-81	5575	10268
1981-82	5741	10489
1982-83	6009	12040
1983-84	5939	16163
1984-85	9067	15719
1985-86	6611	17797
1986-87	15416	30757
1987-88	21445	39789
1988-89	24578	40741
1989-90	32145	51622
1990-91	40000	62172
1991-92	55000	72223
1992-93	24000	79811

APPENDIX-V

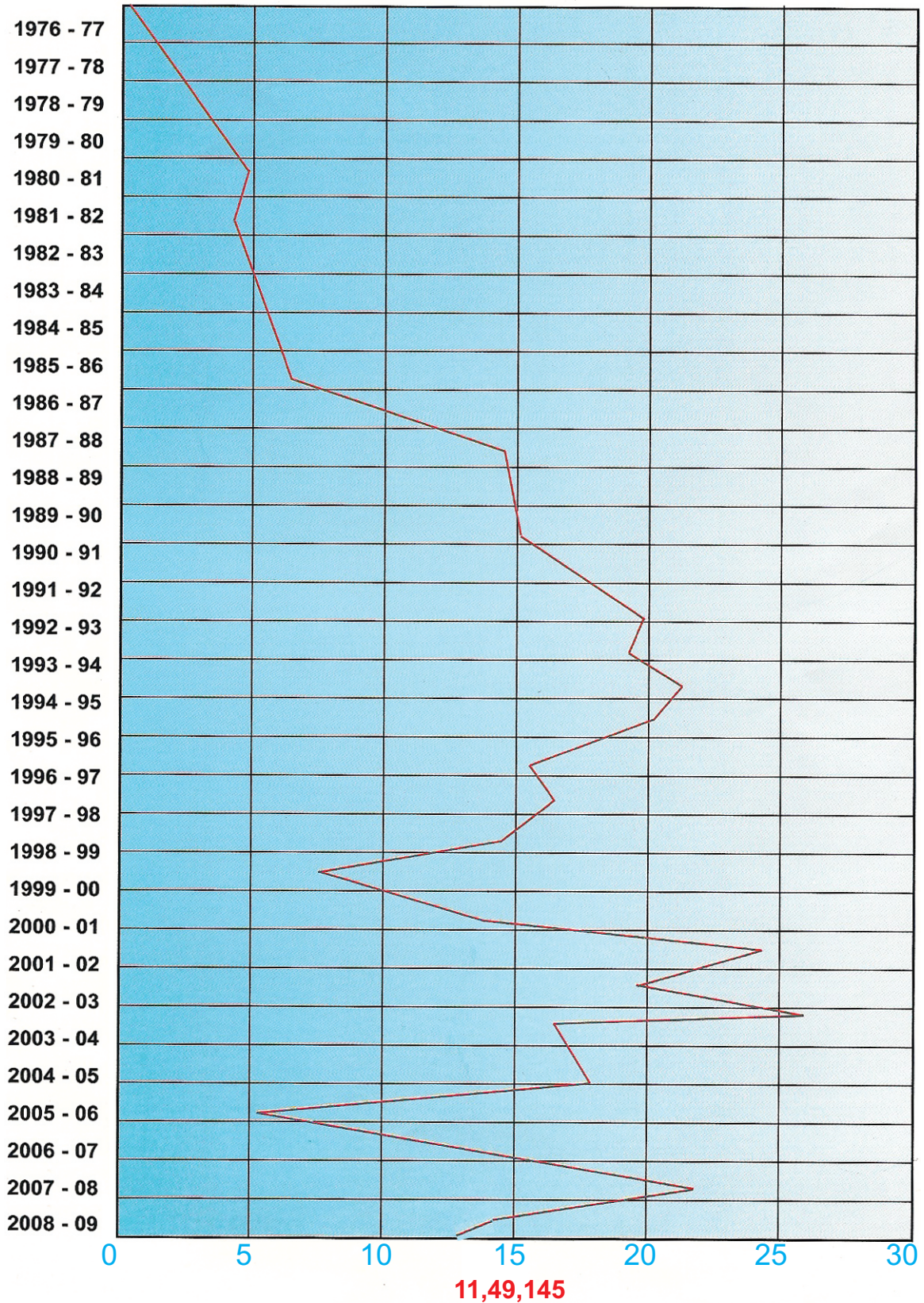
YEAR	INCOME ('000')	EXPENDITURE(Rs.'000')
1993-94	33400	86908
1994-95	33803	82323
1995-96	36082	10066
1996-97	34464	92041
1997-98	12372	84556
1998-99	27100	107817
1999-00	70000	183196
2000-01	120000	166717
2001-02	110000	178646
2002-03	58000	168900
2003-04	61500	167854
2004-05	26000	139074
2005-06	49750	180500
2006-07	83174	225430
2007-08	74020	243353
2008-09	89161	320003

INCOME AND EXPENDITURE OF STAFF SELECTION COMMISSION (IN THOUSAND OF RUPEES)



APPENDIX-VI

NO. OF CANDIDATES APPLIED (IN LAKH)



REGIONAL DIRECTORS' CONFERENCE

13th & 14th March 2009



QUESTION BANK WORKSHOP at SSC, KOLKATA



