



ANNUAL REPORT

2020-21

STAFF SELECTION COMMISSION

Government of India

Ministry of Personnel, Public Grievances & Pensions

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ABBREVIATIONS USED

AC	Admission Certificate
ARC	Administrative Reforms Commission
ASI	Assistant Sub-Inspector
ASSTT	Assistant
BA	Both Arm
B&A	Budget and Accounts
BE	Budget Estimates
CAG	Comptroller and Auditor General
CAPF	Central Armed Police Forces
CBM	Computer Based Mode
CGL	Combined Graduate Level
CHSL	Combined Higher Secondary Level
CIC	Central Information Commission
CISF	Central Industrial Security Force
CoE	Controller of Examination
CPC	Central Pay Commission
CPGRAMS	Centralised Public Grievance Redress and Monitoring System
CPT	Computer Proficiency Test
CR	Central Region
CSCS	Central Secretariat Clerical Service
CSSS	Central Secretariat Stenographers Service
CVC	Central Vigilance Commission
DARPG	Department of Administrative Reforms and Public Grievances
DEO	Data Entry Operator
DEST	Data Entry Skill Test
DoPT	Department of Personnel and Training
DME	Detailed Medical Examination
DPA	Data Processing Assistant
DPC	Departmental Promotion Committee
DV	Document Verification
EDP	Electronic Data Processing
ER	Eastern Region
ESM	Ex-Servicemen
Estt	Establishment
EWS	Economically Weaker Section
FIR	First Information Report
GD	General Duty
HHMD	Hand Held Metal Detector
HQ	Headquarters
IO	Inspecting Officer
ISTM	Institute of Secretariat Training & Management
IT	Information Technology
JE	Junior Engineer
JTO	Junior Translation Officer
KKR	Kerala Karnataka Region
LDC	Lower Division Clerk
LIMBS	Legal Information Management and Briefing System
MoU	Memorandum of Understanding
MPR	Madhya Pradesh Region

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MTS	Multi Tasking Staff
NER	North Eastern Region
NIA	National Investigation Agency
NIC	National Informatics Centre
NR	Northern Region
NWR	North Western Region
OBC	Other Backward Classes
OL	Official Language
OM	Office Memorandum
OMR	Optical Marks Reader
PET	Physical Endurance / Efficiency Test
PH	Physically Handicapped
PPS	Principal Private Secretary
PS	Private Secretary
PST	Physical Standard Test
PwD	Person with Disability
P&P	Policy & Planning
QB	Question Bank
R&A	Research & Analysis
RD	Regional Director
RE	Revised Estimates
RHQ	Recruitment Headquarters
RME	Review Medical Examination
RTI	Right to Information
R&I	Receipt & Issue
SBI	State Bank of India
SC	Scheduled Caste
SO	Section Officer
SR	Southern Region
SSC	Staff Selection Commission
SSF	Secretariat Security Force
ST	Scheduled Tribe
STO	Senior Translation Officer
UDC	Upper Division Clerk
UPSC	Union Public Service Commission
UR	Unreserved
UT	Union Territory
VH	Visually Handicapped
WR	Western Region

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STAFF SELECTION COMMISSION

EXECUTIVE SUMMARY

1. The Staff Selection Commission, hereinafter called “Commission”, is one of the largest recruiting agencies of the Government of India. The Commission is mandated with the task of making recruitment to all Group ‘B’ (Non-Gazetted) and Group ‘C’ (Non-Technical) posts in 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 Commission. In addition, the Commission, from the year 2016, has been assigned the additional responsibility of making recruitments to Group ‘B’ (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.

2. The Commission has its Headquarters at New Delhi. It has a nationwide network of seven Regional Offices located at Prayagraj, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai and New Delhi, and two Sub-Regional offices located at Chandigarh and Raipur. The Regional and Sub-Regional offices implement the policies and programmes of the Commission, which include holding of examinations at various centres all over the country with the assistance of the concerned State Governments / UT Administrations.

3. (a) The Commission conducts seven mandated All India Open Competitive Examinations, viz. :

- (i) Combined Graduate Level Examination;
- (ii) Combined Higher Secondary (10+2) Level Examination;
- (iii) Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination;
- (iv) Sub-Inspector in Delhi Police and Central Armed Police Forces Examination;
- (v) Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination;
- (vi) Stenographer Grade ‘C’ and ‘D’ Examination, and
- (vii) Multi Tasking (Non-Technical) Staff Examination.

(b) Besides, the Commission conducts three Limited Departmental Competitive Examinations for promotion from:-

- (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade;
- (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade, and
- (iii) Stenographer Grade ‘D’ to Stenographer Grade ‘C’.

(c) The Commission is also mandated to conduct examinations for recruitment to Selection Posts, which are isolated posts (not covered under All India Open Competitive Examinations) for Group ‘B’ (Non-Gazetted) and Group ‘C’ (Non-Technical) posts in different Ministries / Departments of the Government of India and their Attached and Subordinate Offices. These posts were earlier filled only through interviews. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now filled

through written examinations conducted in the format of Objective Type Multiple Choice Questions in Computer Based Mode (CBM).

(d) In addition to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India.

(e) The Commission also conducts Annual Typing / Stenography Test for serving Government employees for the purpose of their confirmation / release of increment or any other specific requirement.

4. For the smooth conduct of examinations and to fully achieve the objective of merit based selection, the Commission constantly reviews and reforms the examination process and procedures, wherever required. New initiatives are also taken to bring about maximum efficiency and credibility in the examination process. An important initiative taken in recent years i.e. w.e.f. June 2016 has been, a swift and comprehensive migration from the Optical Marks Reader (OMR) based mode to the CBM for conducting Objective Type Multiple Choice Examinations. The examinations for recruitment to Selection Posts, which were earlier made through interviews, are also now conducted in the CBM.

5. The main examination related activities, such as receipt of Applications, issue of Admit Cards and declaration of results have been made online. Besides, the Commission has also made the online collection of vacancies mandatory.

6. Twelve All India Open Competitive Examinations were conducted (in stages) by the Commission during the year 2020-21. A total of 1,08,66,894 candidates applied / qualified to appear for different stages of various examinations. This includes 1,00,42,723 candidates for the All India Open Competitive Examinations and 8,24,171 candidates for Selection Posts Examinations.

7. During the year 2020-21, the Commission conducted Combined Higher Secondary Level (Tier-I) Examination, 2019 as its largest examination for 41,68,750 candidates at 342 venues located in 146 examination centres (i.e. cities) across the country.

8. The Commission recommended 68,533 candidates for appointment to various posts through All India Open Competitive Examinations and 358 candidates for Selection Posts during the year 2020-21.

9. The Commission made concerted efforts to promote the participation of women candidates in its examinations. During the year, out of 1,54,06,743 candidates who registered for various All India Open Competitive Examinations of the Commission, 48,76,066 were women candidates. In percentage terms, the share of women candidates was 31.65%.

10. The Commission endeavours to fill up all the vacancies of SC/ST/OBC/EWS as reported by the User Departments. During the year, 11,805-SC, 7,396-ST, 31,581-OBC and 1172-EWS, aggregating to a total of 51,954 candidates, were recommended for appointment through All India Open Competitive examinations. Similarly, as against 358 Selection Posts, 50-SC, 30-ST and 77-OBC candidates were recommended for appointment aggregating to a total of 157 candidates.

11. The Commission makes a conscious effort to provide Persons with Disabilities (PwD) candidates, an easy, safe and hassle free access to the venues of examination. The Commission also extends the facility of providing Scribes, Passage Readers and compensatory time of 20 minutes per hour to the eligible PwD candidates. Further, alternate questions are given to the PwD (VH) candidates in place of questions with graphs and diagrams. During the year, 499 PwD candidates were recommended for appointment through All Indian Open Competitive examinations. Similarly, 8 candidates were recommended for appointment against Selection Posts.

12. Implementation of the provisions of the Official Language Act, 1963 and the Official Language Rules, 1976 continued to be a priority area for the Commission. Various initiatives were taken for progressively increasing the use of Hindi in official work.

CHAPTER I

INITIATIVES TAKEN BY THE COMMISSION

1.1 In order to enhance operational efficiency and to facilitate merit based selection, several initiatives have been taken by the Commission which, *inter alia*, include :-

A. ONLINE SYSTEM FOR RECEIPT OF APPLICATIONS, VACANCY COLLECTION, DECLARATION OF RESULTS AND RELATED ACTIVITIES

1.2 As an initiative to achieve full digitization, the Commission introduced the system of online application, in phases from the year 2010. At present, the Commission receives applications for all its examinations only online.

1.3 The Commission uploads notices of various examinations on its website.

1.4 The online collection of vacancies from various Ministries / Departments of the Government of India has been made mandatory.

1.5 Admit Cards of the candidates are hosted on the websites of the Regional / Sub-Regional Offices of the Commission.

1.6 Similarly, after the conduct of the written examination in the CBM, challenges on the Tentative Answer Keys are invited online. Thereafter, Final Answer Keys are hosted on the website of the Commission.

1.7 Results of all examinations, including results of intermediary stages / tiers are also declared on the website of the Commission. In addition, intimation regarding Document Verification and Skill Test are uploaded on the website.

1.8 The responses of candidates, Final Answer Keys and scores of the candidates for their Computer Based Examinations are also uploaded on the website of the Commission. Candidates can view their response sheets and scores individually by logging in using their unique credentials.

1.9 The comprehensive adoption of the online mode for various exam related activities of the Commission has brought about systemic improvements in the examination process contributing to higher standards of diligence and efficiency in the conduct of examinations.

1.10 In addition, communication with the candidates, if required at short notice, is also done through e-mails / SMS, etc.

B. INTRODUCTION OF COMPUTER BASED MODE OF EXAMINATION

1.11 Until May 2016, all Objective Type Multiple Choice examinations of the Commission were conducted in the Optical Marks Reader (OMR) Mode. Thereafter, in June 2016, as a major initiative, with the prior approval of the Government, the Commission embarked on the Computer Based Mode (CBM) of examination for conducting its Objective Type Multiple Choice examinations. The first examination conducted by the Commission in the CBM in June 2016 was the re-examination of Sub Inspectors in Delhi Police, CAPFs and Assistant Sub Inspectors in CISF Examination, 2016. Thereafter, the Commission made a swift and comprehensive transition to the CBM, in which all Objective Type Multiple Choice examinations of the Commission, are now being conducted.

1.12 During the year 2020-21, the following 08 Examinations were notified and applications received from the candidates / applicants are given below :-

Table – 1.1

S. No.	Name of Examination	Number of applications received
1	Combined Graduate Level Examination, 2020	22,09,867
2	Combined Higher Secondary (10+2) Level Examination, 2020	38,98,379
3	Constable (Executive) Male and Female in Delhi Police Examination, 2020	28,96,045
4	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2020	6,67,589
5	Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020	13,515
6	Multi Tasking (Non-Technical) Staff Examination, 2020	45,34,810
7	Stenographer Grade 'C' and 'D' Examination, 2020	5,12,172
8	Sub-Inspector in Delhi Police and Central Armed Police Forces Examination, 2020	6,74,366
Total		1,54,06,743

1.13 There are strategic advantages in conducting examinations in the CBM, which, *inter alia*, include:

- (i) The CBM of examination is more effective and with adequate safeguards in place, the said mode is more reliable, efficient and robust.
- (ii) Human intervention is minimal which reduces the chances of the examination being compromised.

- (iii) There is greater flexibility and a higher degree of confidentiality in the administration and management of Question Papers.
- (iv) There is greater accuracy and faster processing of results.
- (v) This mode also facilitates better data management and analysis for generating reports.

1.14 The Commission has also taken several measures to facilitate the candidates, especially from the remote and rural areas, in adapting to the CBM of examination. These measures, *inter alia*, include:

- (i) Simplification of the format/procedures for on-line registration.
- (ii) Providing an ‘Animated Walk Through Module’ on the websites of the Commission and its Regional / Sub-Regional Offices, to comprehensively educate candidates on the salient processes involved in the conduct of examinations in the CBM.
- (iii) Online uploading of Admit Cards of examinations for the benefit of the candidates to avert any complaints about non-receipt of Admission Certificates by post, especially in the case of candidates residing in remote and rural areas, as the delivery of Admission Certificates by post, takes much more time.
- (iv) Organising examination in venues located in cities / towns / places other than the metropolitan cities / capital cities so that the local candidates face minimum inconvenience in reaching these venues / centres of examinations.
- (v) While allotting examination venues, the Commission also takes adequate precautions to ensure that women and PwD candidates are subjected to the least inconvenience.

C. ONE-TIME REGISTRATION

1.15 In recent times, a major initiative taken by the Commission is the introduction of the one-time registration of candidates. Under this dispensation, candidates are required to register only once on the Commission’s website. Consequently, they are issued ‘Registration Numbers’ and ‘Passwords’ which are used by them in various examinations conducted by the Commission. The One-time Registration creates a permanent database of the candidates, wherein basic information is auto-populated during filling up of new applications by the candidates. Candidates can use this facility to update their profile from time to time. This modality has certain distinct advantages. It provides a unique identity to the candidates and restricts generation of multiple registration numbers and prevents debarred candidates from applying.

1.16 E-mails and mobile numbers of all the candidates are captured at the time of mandatory One-time Registration. In emergent circumstances, information related to examinations is

communicated to the candidates through e-mails and SMSs on their registered e-mail IDs/mobile numbers.

D. DIGITAL FINGERPRINT COLLECTION

- 1.17 The Commission also captures fingerprints of candidates at the time of examinations in the CBM and at the stage of Document Verification. The fingerprints so captured enable the Commission to detect cases of impersonation, if any. The fingerprints database can be shared by the Commission with the User Departments, on request, to facilitate the authentication of candidates at the time of their appointment.

E. DISPENSING WITH SUBMISSION OF DOCUMENTS WITH APPLICATION

- 1.18 While submitting applications online, no documents are required to be submitted by the candidates. Self certified copies of the documents are collected from the candidates after verification from the original documents at the time of Document Verification.
- 1.19 For Selection Posts, documents are collected and verified physically by the Regional and Sub-Regional Offices of the Commission after the CBM of Examination at the scrutiny stage.

F. VOICE RECORDED DICTATION FOR STENOGRAPHY TEST

- 1.20 As an initiative to bring about uniformity in the administration of Skill Tests for Stenographer Grade 'C' and 'D' Examination, the Commission has started use of audio-recorded passages. The dictation passages of Skill Tests are recorded in the State of Art Audio Labs. This initiative has brought about a qualitative improvement in the Skill Tests administered by the Commission.

G. FACILITIES FOR PERSONS WITH DISABILITIES (PwD) (*DIVYANGJAN*)

- 1.21 The Commission extends the facility of providing scribes for Written Examination / CBM of Examination to the candidates having benchmark disabilities in the category of blindness, locomotor disability (Both Arms Affected-BA) and Cerebral Palsy, if desired by the candidates in their online applications. In addition, for the remaining categories of persons with benchmark disabilities (as prescribed in DoP&T OM No.36035/02/2017-Estt.(Res) dated 15th January, 2018), if desired by the candidates in his / her online application, a scribe is provided on production of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution in the specified proforma at the time of the examination to the effect that the person concerned has physical limitation and scribe is essential to write the examination on his / her behalf. Compensatory time of 20 minutes per hour is also provided to such candidates. The VH candidates are also provided with the facility of Passage Readers during the Skill Test.
- 1.22 The Commission ensures that the VH candidates are administered separate sets of questions on Quantitative Aptitude and General Intelligence which do not have components of Maps, Graphs, Statistical data, Diagrams, etc.

- 1.23 The Commission makes a conscious effort to provide PwD candidates, an easy, safe and hassle free access to the venues of examination. To ensure this, the PwD candidates are allocated to such venues which are provided with user friendly facilities like elevators/lifts and ramps, etc. PwD candidates, who seek assistance of scribes, are allotted specific venues on a separate date.

H. BIOMETRIC REGISTRATION

- 1.24 For effective screening of candidates appearing for Computer Based Examinations of the Commission, the system of biometric registration has been introduced which captures finger prints and photographs of the candidates immediately before the start of the examination. Moreover, seating arrangements of the candidates are made on random basis. The data captured at the stage of biometric registration may be used to verify the identity of candidates appearing at different stages of examination subsequently.

I. CCTV CAMERA COVERAGE

- 1.25 Entire activities related to the conduct of examinations in the Computer Based Mode are closely monitored by CCTV cameras to keep a watch on the activities of the candidates during the examination. CCTV cameras have also been installed in the Headquarter and Regional / Sub-Regional Offices to effectively monitor the handling of sensitive examination material.

J. TRANSPARENCY IN PROCESSING OF RESULTS

- 1.26 In keeping with the Commission's policy of transparency in the conduct of examinations, the practice of placing of the Tentative Answer Keys of all computer based examinations on the Commission's website, affording the candidates with an opportunity to make representations/ challenges against discrepancies, if any, in Question Paper / Tentative Answer Keys, was continued during the year 2020-21 also. On receipt of the challenges, the Commission, through a panel of experts, exercises due diligence before preparing the Final Answer Keys. Thereafter, the result is declared on the basis of the Final Answer Keys. These Final Answer Keys are also uploaded on the website of the Commission whereby the candidates are able to judge their performance in the examinations. Marks secured by the candidates in various examinations conducted by the Commission are also hosted on the website for the information of individual candidates.

K. VIDEO CONFERENCING WITH REGIONAL DIRECTORS

- 1.27 The Commission has adopted the Video Conferencing facility for effective real-time interaction with the Regional Directors. This has contributed to an efficient and meaningful exchange of information between the Regional and Sub-Regional Offices and the Headquarters. It has also streamlined and expedited the decision making processes in the Commission.

L. MAJOR INITIATIVES

- 1.28 A state of the art 'Command Centre' has been set up in the SSC Headquarters, with latest IT infrastructure having reliable and real time pan-India remote monitoring system.
- 1.29 As per the direction of the Government of India (Department of Personnel and Training) conveyed vide Office Memorandum No. 39028/02/2016- Estt(B) dated 20th April, 2020, the Commission has carried out the necessary modification in the application forms to include 'Transgender' as a separate category of gender for its examinations, so as to comply with the provisions of The Transgender Persons (Protection of Rights) Act, 2019.
- 1.30 The Commission has started deployment of Low Powered Room Jammers at its Computer Based Examination venues from Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2019, to avoid examination related malpractices through technological tools such as Mobile network connections, use of Bluetooth devices and Wi-Fi devices inside examination labs.
- 1.31 Following the first wave of Covid-19 pandemic, the Commission has ensured strict adherence to the guidelines issued by Government of India during its examinations. Elaborate arrangements have been made for maintaining additional Covid-19 appropriate behaviour e.g. additional staff for crowd management, additional cleaning staff, compulsory face masks, arrangements of hand sanitizers & thermo-guns, provision for examination in isolation labs for candidates with fever like symptoms, etc.
- 1.32 The Commission, in its attempt to reduce the examination cycle, has decided to conduct Tier-III of Combined Graduate Level Examination (CGLE), 2019 immediately after Tier-II. This has enabled the Commission to save at least 3-4 months time in the entire examination cycle of CGLE.
- 1.33 The Commission has started conducting Skill Test on Pan-India basis with effect from Combined Higher Secondary Level Examination, 2018. The Skill Test in earlier modality was conducted region-wise and the Skill Test cycle used to take 4-5 months. Now the entire process till result takes about 2-3 months only.
- 1.34 The Commission has also started a major initiative of verification of photographs of candidates captured at different stages of an examination with the photographs uploaded by the candidates in application form to check impersonation cases. Further, the candidates are asked to upload their recent photograph (not older than 03 months) in their Application Forms. Appropriate modifications in the application format have also been introduced.

M. IMPROVEMENT IN INFRASTRUCTURE

1.35 For providing better facilities, the office of Madhya Pradesh Region at Raipur has been shifted to new premises having latest infrastructure and easy accessibility. The new address of the Madhya Pradesh Region now is :-

5th Floor, Investment Building, Phase-II, LIC Complex, Pandri, Raipur, Chhattisgarh 492004.

N. VISIT OF THE COMMITTEE FORMED BY RAJASTHAN GOVERNMENT

1.36 A 5 member Committee of Rajasthan Government visited the SSC Headquarters on 14th January, 2021 to understand the best practices and innovations adopted by the Commission. The Committee held discussions with the officers of the Commission on various issues relating to public recruitment. The Committee also gained an understanding of the conduct and monitoring of Computer Based Examinations, arrangements and facilities available in Examination Centres / Venues and had a walkthrough of the Command Centre.

O. VISIT OF THE MEMBERS OF RAJASTHAN PUBLIC SERVICE COMMISSION

1.37 A delegation of the Rajasthan Public Service Commission visited the SSC Headquarters on 5th March 2021, to have a firsthand knowledge of the conduct and monitoring of Computer Based Examinations, arrangements and facilities available in Examination Centres / Venues and for a walkthrough of the Command Centre.

CHAPTER -II

**FUNCTIONS AND ORGANISATIONAL STRUCTURE OF
STAFF SELECTION COMMISSION**

A. HISTORICAL BACKGROUND

- 2.1 Article 320 of the Constitution provides for conducting examinations for recruitment to all posts and services of the Central Government by the Union Public Service Commission. The Estimates Committee of Parliament in its 47th Report (1967-68) recommended setting up of a Service Selection Commission for taking over and conducting examinations for recruitment to lower categories of posts from UPSC. Pursuant to this, and as an interim measure, an Examination Wing was added to the Institute of Secretariat Training and Management of the Government of India.
- 2.2 The First Administrative Reforms Commission (ARC), in its 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 the requirements of the 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, Government of India decided to constitute the Subordinate Services Commission vide Resolution No. 46/1(S)/74-Estt.(B), dated the 4th November, 1975 (Appendix-A), of Department of Personnel and Administrative Reforms.
- 2.3 The Subordinate Services Commission was subsequently re-designated as the Staff Selection Commission (SSC) on 26th September, 1977 to make recruitment to Class III (now Group 'C') non-technical posts in the various Ministries / Departments of the Government of India and their Attached and Subordinate Offices. The functions of the Staff Selection Commission have been enlarged from time to time. From May 1999, the Commission was entrusted to make recruitment to all Group 'B' posts in various pay scales, the maximum of which was below Rs.10,500 (now Level 7 as per the seventh CPC). Recruitment to these Group 'B' posts was earlier conducted by the UPSC. From September 2005, the Government of India further authorized the Commission to make direct recruitment to all non-gazetted posts carrying the pay scale of Rs. 6500-10,500 (now Level 7 as per the seventh CPC).
- 2.4 The functions of the Staff Selection Commission, as defined by Resolution No. 39018/1/98-Estt (B) dated 21st May, 1999 and its subsequent amendments vide Resolution No. 24012/8-A/2003-Estt (B) dated 13th November, 2003; 29th September, 2005; 14th January, 2011; 24th July, 2012 and 17th February, 2016 are given as under:-
- (i) To make recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' (Non-Technical) posts under Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the

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Staff Selection Commission, in Pay Band-2 and Pay Band-1 carrying Grade Pay upto Rs.4,800/- (now Level 8 as per the seventh CPC) through the competitive examinations.

- (ii) To make recruitment to such posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-1 carrying Grade Pay upto Rs.4,800/- (now Level 8 as per the seventh CPC) which may, at the discretion of the Commission, be preceded by short listing or Skill Test.
- (iii) To conduct Limited Departmental Competitive Examinations of the Central Secretariat Clerical Service (CSCS) / Central Secretariat Stenographers Service (CSSS) and such other Services as have been or may be entrusted to the Commission.
- (iv) To conduct periodical Skill Tests in English/Hindi and such other Skill Tests as may be assigned by the Government from time to time.
- (v) To make recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.
- (vi) To perform such other functions as may be entrusted to it by the Central Government from time to time.

2.5 The Staff Selection Commission is one of the largest recruiting agencies of the Government of India. The Commission is mandated with the task of making recruitment to all Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in 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 Commission. In addition, the Commission in the year 2016 was assigned the additional responsibility of making recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.

2.6 The Commission has been mandated to conduct seven All India Open Competitive Examinations, viz.

- (i) Combined Graduate Level Examination;
- (ii) Combined Higher Secondary (10+2) Level Examination;
- (iii) Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination;
- (iv) Sub-Inspector in Delhi Police and Central Armed Police Forces Examination;
- (v) Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination;
- (vi) Stenographer Grade 'C' and 'D' Examination; and
- (vii) Multi Tasking (Non-Technical) Staff Examination.

2.7 Besides, the Commission also conducts three Limited Departmental Competitive Examinations for promotion from:-

- (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade;
- (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade; and
- (iii) Stenographer Grade 'D' to Stenographer Grade 'C'.

2.8 The Commission also makes recruitment to Selection Posts, which are isolated posts (not covered by the open competitive examinations) for different Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in Ministries / Departments of the Government of India and their Attached and Subordinate Offices. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examinations, conducted in the format of Objective Type Multiple Choice Questions in the Computer Based Mode.

2.9 In addition to the above, the Commission also conducts non-mandated examinations on MOU basis on the specific directions of the Government of India.

2.10 **Annual Skill Tests**

The Commission conducts Annual Skill Test for serving Government employees for the purpose of their confirmation / release of increment or any other specific requirement. Persons appointed as Lower Division Clerks (LDCs) to posts which do not belong to Central Secretariat Clerical Service, whether by promotion or by direct recruitment through SSC or otherwise or by any other method including appointment on compassionate grounds or on ad-hoc basis are required to qualify the typing test in accordance with the latest guidelines / order of DoP&T.

The Commission also conducts Proficiency Tests for the grant of advance increments to the Stenographers (Ordinary Grade) of the Subordinate Offices of the Government of India and Typewriting Tests under the Efficiency Bonus Scheme.

B. ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

2.11 The Staff Selection Commission is headed by a Chairman of the rank of Additional Secretary to the Government of India and is assisted by two Members of the rank of Joint Secretary to the Government of India. The Commission shall be serviced by a Secretariat headed by a Secretary, who will also be the Controller of Examination with other supporting officers and staff as may be considered necessary by the Central Government from time to time. The sanctioned staff strength of the Commission in its Headquarters and the Regional and Sub-Regional Offices as on 31.03.2021 was 541. Out of the total sanctioned strength, 248 posts (45.84 %) are located at the Commission Headquarters.

2.12 Distribution of sanctioned posts amongst the 07 Regional and 02 Sub-Regional Offices, of the Commission, is given in Table 2.1 below:-

Table – 2.1

Regional Offices		
Sl. No.	Region	Sanctioned posts
1	Central Region	42
2	Eastern Region	40
3	Karnataka and Kerala Region	27
4	Northern Region	46
5	North Eastern Region	25
6	Southern Region	36
7	Western Region	38
Sub-Regional Offices		
8	Madhya Pradesh Region	19
9	North Western Region	20
	Total	293

2.13 The Organisational Chart of the Commission is given at Appendix-B.

2.14 Details regarding the posts and their scale of pay and staff strength in Headquarters and Regional Offices are at Appendix-C.

C. REGIONAL NETWORK

2.15 The Headquarters of the Staff Selection Commission is located at Block No.12, CGO Complex, Lodhi Road, New Delhi. The Commission has 07 Regional Offices at Prayagraj, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai, New Delhi and 02 Sub-Regional Offices at Chandigarh and Raipur.

2.16 This network provides an effective link between the Commission, State Governments and Central Government Offices located in the States / Union Territories (UTs). Through the regional/sub-regional network, the Commission has been able to exercise an effective control over the conduct of its examinations. The Regional and Sub-Regional Offices also provide a local contact point to the candidates for addressing their issues.

2.17 The Regional and Sub-Regional Offices of the Commission are primarily responsible for ensuring the smooth and efficient conduct of all its examinations viz. seven (7) mandated All India Open Competitive Examinations, three (03) Limited Departmental Competitive Examinations, Examinations for Selection Posts and Skill Tests and Document Verification associated with these examinations. In addition, the Regional / Sub-Regional Network also

assists in conducting non-mandated examinations which are assigned to the Commission by the Government of India.

- 2.18 The Regional and Sub-Regional Offices also perform various other activities involved in the conduct of examinations, like Electronic Data Processing of applications, uploading of Admission Certificates (ACs) of the candidates on the websites of the Regional/Sub-Regional Offices of the Commission, booking / finalising of examination venues at various centres within their respective jurisdiction in consultation with the District Authorities / Service Providers, sending non-confidential examination material to the Centre Supervisors and appointment of Invigilators and Inspecting Officers at various examination venues. They are also associated with the conduct of Physical Endurance Tests / Physical Standards Tests (PET / PST) and Detailed Medical Examination (DME) and Review Medical Examination (RME) for recruitment to various Central Armed Police Forces and Delhi Police.
- 2.19 The Regional and Sub-Regional Offices also have an important function to perform, after declaration of the results of various examinations by the Commission Headquarters, in preparing and sending the Dossiers of recommended candidates to the User Ministries / Departments for appointment.
- 2.20 The conduct of examinations of the Commission is monitored and supervised at the ground level by the Regional and Sub-Regional Offices. Various issues and operational problems faced during the conduct of the examination at the ground level are referred to the Commission Headquarters by the Regional and Sub-Regional Offices for guidance and decision making. Interactions between Commission Headquarters and Regional / Sub-Regional Offices are brisk and take place on a day-to-day basis through video conferencing for prompt and timely resolution of such issues.
- 2.21 Details of Regional and Sub-Regional Offices, their locations / addresses and jurisdiction are given at Appendix - D and D (I).

D. BUDGET AND EXAMINATION FEE

- 2.22 Budgetary support for the Commission's functioning is given by the Government of India from the Annual Budget of the Department of Personnel and Training under the Ministry of Personnel, Public Grievances and Pensions. In respect of non-mandated examinations, which are conducted by the Commission on the basis of a Memorandum of Understanding (MoU), the expenditure is borne by the indenting Ministry / Department concerned.
- 2.23 The Commission charges examination fee from the candidates at the time of receipt of applications. The fee structure is determined in consultation with the Government. At present, the Commission charges Rs.100/- from all the candidates except those belonging to exempted categories. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwDs), Ex-Servicemen (ESM) categories and all women candidates, irrespective of their category, are exempted from payment of the examination fee. The mode of collection of fee is through credit and debit cards of all Banks, online payment

through State Bank of India (SBI) and through Bank Challans of SBI for the benefit of rural candidates. The examination fee charged from the candidates is credited to the Consolidated Fund of India.

- 2.24 The Commission's expenditure during the year 2020-21 was Rs.380.30 crore and the income from examination fees and other examination related charges during the corresponding period was Rs.68.00 crore. The details of income and expenditure of the Staff Selection Commission during the last three years are given in Table-2.2 below:

Table – 2.2

(Rs. in Crores)					
Year	Income	Budget Estimates (BE)	Revised Estimates (RE)	Expenditure (Actuals)	Percentage Utilization (%)
1	2	3	4	5	(5/4)
2018-19	64.63	286.13	142.81	142.42	99.73%
2019-20	60.14	240.22	322.47	322.09	99.88%
2020-21	68.00	241.66	380.62	380.30	99.92%

CHAPTER-III

THE YEAR 2020-21 IN RETROSPECT

- 3.1 During the year 2020-21, the Commission conducted examinations for 1,08,66,894 candidates.
- 3.2 Applications for all the examinations were received online, which led to a considerable saving in time and expenditure for the candidates. It has also contributed to the preparation of a more accurate data base of candidates.
- 3.3 The Commission conducted 15 Examinations in which 42,41,728 candidates appeared.
- 3.4 During the year 2020-21, final results of five All India Open Competitive Examinations were declared by the Commission. A total 68,891 candidates were recommended for appointment to different User Ministries / Departments. Out of these 68,891 candidates, 68,533 candidates were selected through various All India Open Competitive Examinations and 358 candidates were selected through examinations conducted for the Selection Posts.
- 3.5 In addition to the above, the Commission also conducts non-mandated examinations on MoU basis on the specific directions of the Government of India. During the year 2020-21, the Commission has notified Constable (Executive) Male and Female in Delhi Police Examination, 2020 on MoU basis with Delhi Police.
- 3.6 The details of Region-wise and Category-wise candidates recommended for appointment through mandated All India Open Competitive Examinations of the Commission during the year 2020-21 are given in the Table 3.1 below:

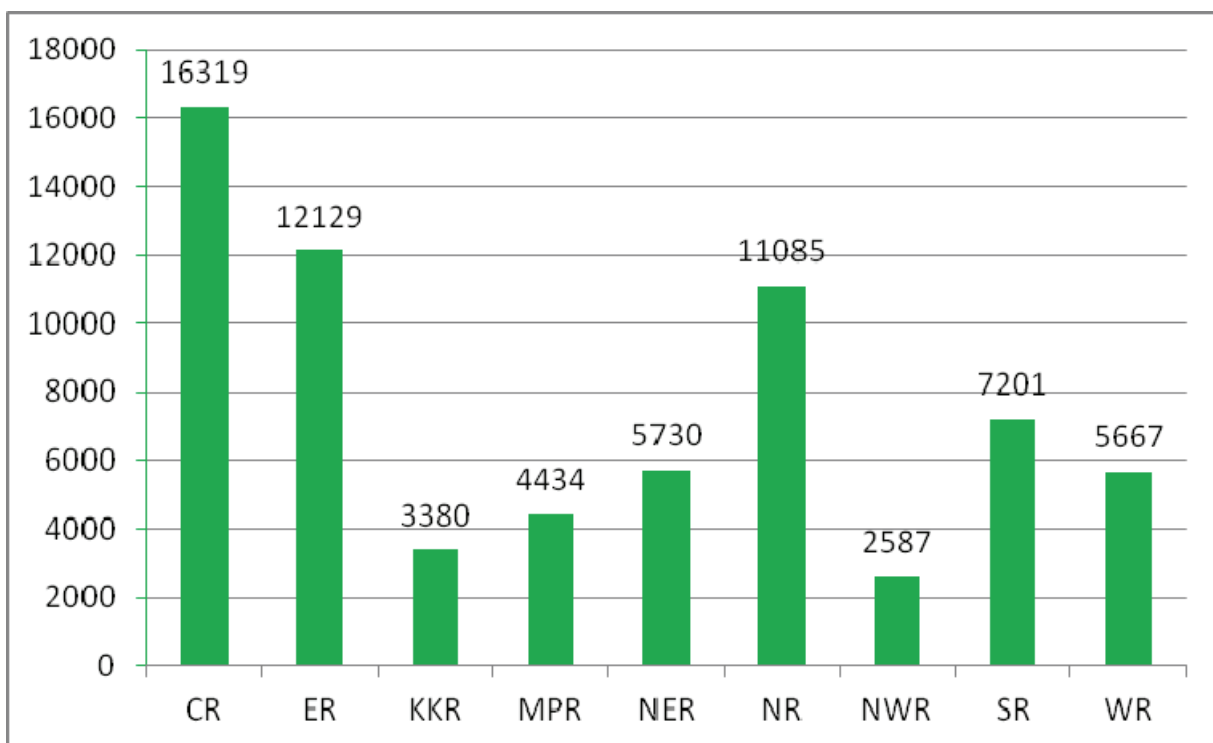
Table – 3.1

RECRUITMENTS THROUGH MANDATED ALL INDIA OPEN COMPETITIVE EXAMINATIONS

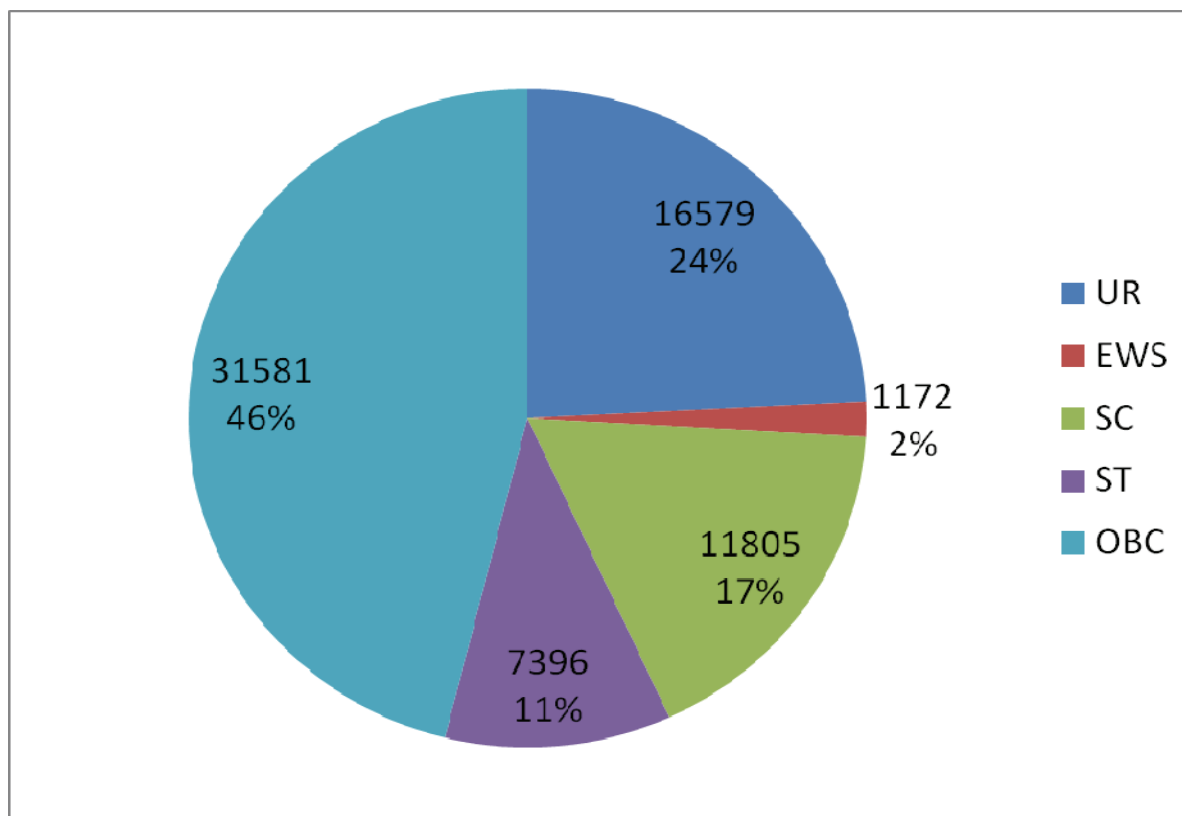
Category / Region	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	3978	478	2757	306	8800	296	202	16319
ER	2903	97	2791	1636	4702	142	65	12129
KKR	895	7	534	156	1788	93	6	3380
MPR	725	52	659	910	2088	21	18	4434
NER	1417	5	524	1931	1853	5	0	5730
NR	3544	435	1830	1291	3986	242	166	11085
NWR	1006	29	659	101	792	47	8	2587
SR	624	53	1327	460	4737	99	18	7201
WR	1487	16	724	605	2835	79	16	5667
Total	16579	1172	11805	7396	31581	1024	499	68533

* Ex-servicemen (ESM) and PwD included in their respective categories viz. UR, EWS, SC, ST and OBC.

REGION-WISE SELECTIONS IN MANDATED ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2020-21



SELECTION OF UR, SC, ST AND OBC CANDIDATES IN MANDATED ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2020-21



3.7 The details of Region-wise and Category-wise candidates recommended for appointment to Selection Posts during the year 2020-21 are given in Table-3.2 below:

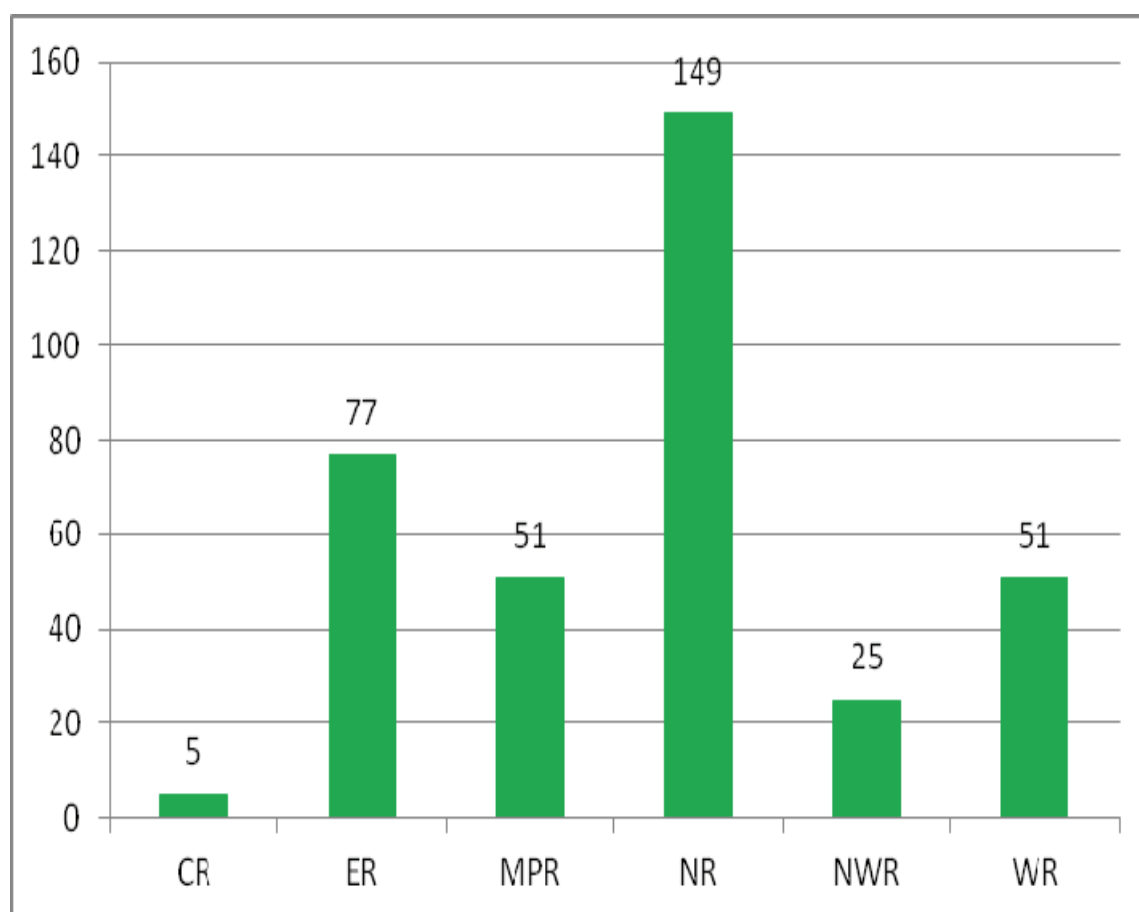
Table – 3.2

RECRUITMENT MADE FOR SELECTION POSTS

Category / Region	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	2	0	1	1	1	0	0	5
ER	29	0	32	13	3	6	0	77
MPR	38	0	3	0	10	3	0	51
NR	80	0	9	14	46	11	7	149
NWR	15	0	3	1	6	0	1	25
WR	37	0	2	1	11	4	0	51
Total	201	0	50	30	77	24	8	358

* Ex-servicemen (ESM) and PwD included in their respective categories viz. UR, EWS, SC, ST and OBC.

REGION-WISE SELECTIONS IN SELECTION POST EXAMINATIONS DURING 2020-21



3.8 The Commission also plays a significant role in the recruitment of manpower for the Central Armed Police Forces and the Delhi Police. During the period from 2010-11 to 2020-21, the Commission has recommended 2,59,352 Constables (GD) / Riflemen for CAPFs and 22,037 Sub Inspectors / Assistant Sub Inspectors for CAPFs and Delhi Police.

A. SPECIAL STEPS TO PROMOTE REPRESENTATION OF SC/ST/OBC CANDIDATES IN GOVERNMENT JOBS

3.9 The Commission assigns due importance to the implementation of the reservation policy of the Government so as to ensure that vacancies reserved for SC/ST/OBC candidates are duly filled up. Some of the steps taken by the Commission to encourage candidates of the reserved category to appear for SSC Examinations are :

- i) In accordance with the Government of India guidelines, candidates belonging to Scheduled Caste and Scheduled Tribe communities are given five years relaxation and candidates belonging to OBC category are given three years relaxation in the upper age limits.
- ii) Candidates belonging to Scheduled Caste and Scheduled Tribe communities are exempted from the payment of examination fee.
- iii) A Sub-Regional Office of the Commission has also been located at Raipur, Chhattisgarh to encourage the tribal candidates to appear in various Examinations conducted by the Commission.

3.10 The details of SC, ST and OBC candidates nominated through the All India Open Competitive Examinations during the year 2020-21 are available in Chapter IV. During the year under report, 11,805-SC, 7,396-ST and 31,581-OBC aggregating to a total of 50,782 candidates were recommended for appointment through All India Open Competitive examinations. This works out to 74.10% of the total number of candidates recommended for appointment.

Out of 358 candidates selected for appointment to various Selection Posts, a total of 157 i.e. 50-SC, 30-ST and 77-OBC candidates were recommended for appointment. This works out to 43.85% of the total number of candidates recommended for appointment to the Selection Posts.

B. PARTICIPATION OF WOMEN CANDIDATES IN THE COMMISSION'S EXAMINATIONS

3.11 The Commission is committed to encouraging women candidates to appear in various examinations conducted by it. To achieve this objective, a caption is prominently displayed on the first page of every advertisement which reads as "*the Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply*". Furthermore, cutting across all categories, the Commission allows fee exemption to women

candidates, to encourage them to appear in the examinations conducted by it. During the year 2020-21, a total of 48,76,066 women candidates applied for various All India Open Competitive Examinations of the Commission, which constitutes 31.65 % of the total number of applicants.

C. MEASURES TAKEN TO ENSURE INTEGRITY OF EXAMINATIONS

3.12 With a phenomenal increase in the number of candidates applying for various examinations conducted by the Commission, the task of conducting free and fair examinations poses as a major challenge. During the year 2020-21, the Commission took all possible precautions and measures to ensure the conduct of free and fair examinations. Some of the prominent measures taken in this regard *inter-alia* include:-

- i) Careful selection of examination venues,
- ii) Biometric registration of candidates,
- iii) Conduct of Computer Based Examinations under CCTV Camera surveillance,
- iv) Thorough frisking of candidates with the use of Hand Held Metal Detectors (HHMD),
- v) Randomised seating arrangements of the candidates,
- vi) Intensive invigilation and inspection – including deployment of Inspecting Officers and Flying Squads,
- vii) Deployment of Quick Response Teams to the selected examination venues by the Service Provider,
- viii) Detailed briefing of Invigilators, Inspecting Officers (IOs) and other examination functionaries before the examination,
- ix) Document Verification wherein photographs of the candidates captured at various stages of the examination are verified with the photograph uploaded in the application form and the candidate appearing for document verification,
- x) A three tier security system is deployed at examination venues, in accordance with the following scheme :-
 - a) The security arrangement inside the examination venues is ensured through a Private Professional Security Agency engaged by the Service Provider. These security personnel also undertake a thorough physical frisking of candidates and meticulously regulate their entry into the examination venues.
 - b) Peripheral security at the examination venues is provided by the State Police.
 - c) The Commission, wherever required, with the assistance of the Ministry of Home Affairs, deploys Paramilitary Forces at the sensitive / hyper sensitive examination venues.
- xi) All security personnel as well as examination functionaries on duty at the examination venues are required to strictly adhere to a dress code with a valid ID card displayed on their person for easy identification.

- xii) Issuance of a Notification regarding prohibited items which is strictly implemented during the examination.
- xiii) Stringent action is taken against candidates found indulging in malpractices. Under this dispensation FIRs are lodged against the delinquent candidates, their candidature is cancelled and they are debarred from appearing in future examinations of the Commission for a specified period.
- xiv) The Commission deploys Low Powered Room Jammers at all the venues of Computer Based Examinations.
- xv) A state of the art ‘Command Centre’ has been set up in the SSC Headquarters, with latest IT infrastructure having reliable and real time pan-India remote monitoring system. Similar facility is also created at the Regional Offices.

D. COURT CASES

- 3.13 The Staff Selection Commission also deals with a large number of court cases. As on 31.03.2021, the Commission was contesting 2,374 cases in various Courts and 14 Special Leave Petitions in the Hon’ble Supreme Court of India. It has been observed, as a discernable trend over the years, that after the declaration of the final result of any examination, there is a surge in filing of court cases by unsuccessful candidates. These cases are promptly attended to by the Commission so that the courts can be apprised of the correct factual and legal position to expedite their disposal in the shortest possible time. The court cases at the Commission’s Headquarters and nine Regional / Sub-Regional Offices are closely monitored on a regular basis by the Commission so as to ensure that all requisite steps such as filing of Counter Affidavits, briefing of Government advocates, coordination with other Respondent Organisations, etc. are completed efficiently in a time bound manner.

E. REDRESSAL/DISPOSAL OF PUBLIC GRIEVANCES UNDER CPGRAMS

- 3.14 Presently, the online public grievances are centrally monitored under Centralized Public Grievance Redress and Monitoring System (CPGRAMS) by the Nodal Agency of the Government of India i.e. Department of Administrative Reforms and Public Grievances (DARPG). The Research & Analysis Section in the Commission coordinates the redressal / disposal of public grievances / complaints, in consonance with the directions issued by the Government. An Officer of the rank of Joint Secretary has been designated as the Public Grievance Officer in the Staff Selection Commission. The Public Grievance Officer is assisted by a complement of Officers comprising of Deputy Secretary, Under Secretary, Section Officer and Assistant Section Officer.
- 3.15 The Commission, through its robust monitoring mechanism, makes a concerted effort to ensure that all CPGRAMS cases are addressed on due priority and efficiently disposed of within a specified time period. The average disposal time of CPGRAMS cases in the Commission is 16 days. The Commission also assigns due weightage to the quality of responses given to the aggrieved. The timely and satisfactory disposal of these grievances, including offline grievances, are closely monitored, on a regular basis by the Commission.

3.16 During the year, out of 30,678 grievances received under CPGRAMS, 29,481 public grievances were disposed of. The remaining 1,197 cases, which were received towards the end of the financial year were carried forward to the next year.

F. ONLINE RTI PORTAL

3.17 The Commission’s Headquarters and its Regional / Sub-Regional Offices have been successfully aligned to the Online RTI Portal of DoP&T for receipt and efficient disposal of RTI applications and Appeals in a time bound manner. Accordingly, a majority of RTI applications and Appeals are now being received and processed online. This has resulted in an efficient processing and delivery of responses to RTI applicants besides reducing cumbersome paper work. During the year 2020-21, a total of 41,637 RTI applications and 3,580 Appeals under the Right to Information Act, 2005 were received in the Commission’s Headquarters and were expeditiously disposed of within the stipulated period.

3.18 Total number of RTI applications and First Appeals received in the SSC (HQ), as per the Quarterly Reports of CIC, are given in Table-3.3 below :-

Table – 3.3

S.No.	Quarterly Return	RTI Applications (Online + Offline)	First Appeals
1	1 st Quarter (01.04.2020 to 30.06.2020)	8,123	703
2	2 nd Quarter (01.07.2020 to 30.09.2020)	8,477	630
3	3 rd Quarter (01.10.2020 to 31.12.2020)	16,756	1695
4	4 th Quarter (01.01.2021 to 31.03.2021)	8,281	552
	Total	41,637	3,580

CHAPTER-IV

EXAMINATIONS CONDUCTED AND SELECTIONS MADE DURING THE YEAR 2020-21

- 4.1 The Commission, as a major recruiting agency of the Government of India, in the discharge of its mandated responsibilities, is committed to conducting its examinations as per schedule and ensuring timely declaration of results and prompt nomination of selected candidates to the User Ministries / Departments, etc.
- 4.2 During the year 2020-21, the Commission conducted examinations for 1,08,66,894 candidates. Out of this, 1,00,42,723 candidates were in All India Open Competitive Examinations and 8,24,171 candidates were in Selection Post Examinations.
- 4.3 Examination-wise details during the year 2020-21, are given in the Table-4.1 below:

Table – 4.1

EXAMINATIONS CONDUCTED BY THE COMMISSION DURING THE YEAR 2020-21

Sl. No.	Name of Examination	Date of Examination	Registered / Scheduled candidates	Appeared candidates
1	Combined Higher Secondary Level Examination, 2019 (Tier-I)	17.03.2020 to 19.03.2020 & 12.10.2020 to 26.10.2020	41,68,750	14,09,856
2	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2019 (Paper-I)	27.10.2020 to 30.10.2020	8,06,078	2,70,679
3	Selection Posts Examination (Phase – VIII) (Matriculation Level), 2020	06.11.2020 to 10.11.2020	2,55,872	47,939
4	Selection Posts Examination (Phase – VIII) (Higher Secondary Level), 2020	06.11.2020 to 10.11.2020	2,41,415	45,161
5	Selection Posts Examination (Phase – VIII) (Graduation Level), 2020	06.11.2020 to 10.11.2020	3,26,884	61,188
6	Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020 (Paper-I)	19.11.2020	13,515	4,709
7	Combined Graduate Level Examination, 2019 (Tier-II)	15.11.2020 to 18.11.2020	1,25,279	93,374
8	Combined Graduate Level Examination, 2019 (Tier-III)	22.11.2020	1,25,279	85,655
9	Sub- Inspector in Delhi Police and Central Armed Police Forces Examination, 2020 (Paper-I)	23.11.2020 to 26.11.2020	6,74,366	2,27,834

STAFF SELECTION COMMISSION

10	Constable (Executive) Male & Female in Delhi Police Examination, 2020	27.11.2020 to 16.12.2020	28,96,045	15,45,563
11	Stenographer Grade 'C' & 'D' Examination, 2019	22.12.2020 to 24.12.2020	5,13,597	1,21,734
12	Combined Higher Secondary (10+2) Level Examination, 2019 (Tier-II)	14.02.2021	44,856	37,720
13	Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020 (Paper-II)	14.02.2021	1,688	1,535
14	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2019 (Paper-II)	21.03.2021	5,681	4,734
15	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2020 (Paper-I)	22.03.2021 to 24.03.2021	6,67,589	2,84,047
Total			1,08,66,894	42,41,728

A. FINAL RESULTS DECLARED DURING THE PERIOD 01.04.2020 TO 31.03.2021

4.4 During the year 2020-21, final results of five examinations were declared. The details are given in Table(s) 4.2 to 4.11 below:-

1. Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2019

Date of declaration of result – 13.11.2020

Table – 4.2

	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
Total number of Candidates applied	14786	4645	31180	14069	25141	863	2199	89821
No. of Candidates called for Document Verification	200	194	289	126	551	46	54	1360
Finally recommended	92	34	56	28	115	16	10	325

Table – 4.3

1. Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2019 : Region/Category-wise details

Region / Category	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	11	10	1	0	20	2	3	42
ER	10	3	19	9	46	0	1	87
KKR	1	0	1	0	1	0	0	3
MPR	0	3	0	2	3	0	1	8
NER	1	0	1	2	0	0	0	4
NR	55	18	28	14	36	6	4	151
NWR	5	0	4	0	2	2	1	11
SR	5	0	0	0	2	1	0	7
WR	4	0	2	1	5	5	0	12
Total	92	34	56	28	115	16	10	325

2. Stenographer Grade 'C' and 'D' Examination, 2018

Date of declaration of result – 28.11.2020

Table – 4.4

	UR	SC	ST	OBC	ESM*	PwD*	Total
Total number of Candidates applied	131379	98632	35070	173824	1851	5005	438905
No. of Candidates called for Skill Test	9061	4188	1923	7677	458	1032	22849
No. of Candidates called for Document Verification	1160	604	189	921	2	77	2874
Finally recommended	655	224	101	484	1	54	1464

Table – 4.5

Stenographer Grade 'C' and 'D' Examination, 2018: Region/Category-wise details

Region / Category	UR	SC	ST	OBC	ESM*	PwD*	Total
CR	134	20	9	202	0	18	365
ER	37	5	5	28	0	2	75
KKR	3	0	0	6	1	0	9
MPR	31	8	0	16	0	2	55
NER	1	1	3	4	0	0	9
NR	410	183	78	207	0	28	878
NWR	22	1	0	9	0	1	32
SR	10	5	4	8	0	2	27
WR	7	1	2	4	0	1	14
Total	655	224	101	484	1	54	1464

3. Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2018

Date of declaration of result – 11.01.2021

Table – 4.6

	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
Total number of Candidates applied	184582	71860	146236	54270	356674	1096	5764	813622
No. of Candidates called for Document Verification	565	711	834	516	2065	01	60	4691
Finally recommended	473	199	277	160	731	0	32	1840

Table – 4.7

**Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts)
Examination, 2018 : Region/Category-wise details**

Region / Category	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	95	40	72	1	149	0	4	357
ER	14	7	4	0	31	0	3	56
KKR	4	0	0	0	7	0	2	11
MPR	41	27	13	1	64	0	1	146
NER	2	0	0	1	1	0	0	4
NR	277	102	159	152	388	0	13	1078
NWR	17	0	4	0	2	0	0	23
SR	17	22	16	2	79	0	4	136
WR	6	1	9	3	10	0	5	29
Total	473	199	277	160	731	0	32	1840

4. **Constable (GD) in CAPFs, NIA, SSF and Rifleman (GD) in Assam Rifles
Examination, 2018**

Date of declaration of result – 21.01.2021 and 28.01.2021

Table – 4.8

	UR	SC	ST	OBC	ESM*	PwD*	Total
Total number of Candidates applied	1146547	1068790	664097	2357351	3074	55	5236810
No. of Candidates called for Medical Examination/ Document Verification	32138	27306	22618	70203	372	0	152265
Finally recommended	12520	10365	6327	26700	173	0	55912

Table – 4.9

Constable (GD) in CAPFs, NIA, SSF and Rifleman (GD) in Assam Rifles Examination, 2018: Region/Category-wise details

Region / Category	UR	SC	ST	OBC	ESM*	PwD*	Total
CR	3198	2468	192	6778	54	0	12636
ER	2380	2685	1605	4243	7	0	10913
KKR	752	528	154	1615	1	0	3049
MPR	583	621	901	1907	6	0	4012
NER	1399	520	1918	1840	2	0	5677
NR	1440	934	424	2379	61	0	5176
NWR	857	643	99	742	24	0	2341
SR	511	1277	442	4445	10	0	6675
WR	1400	689	592	2751	8	0	5432
Total	12520	10365	6327	26700	173	0	55912

5. Multi Tasking (Non-Technical) Staff Examination, 2019

Date of declaration of result – 06.03.2021

Table – 4.10

	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
Total number of Candidates applied	958182	218881	895847	324070	1691347	19270	55234	3869446
No. of Candidates called for Document Verification	5581	2637	1952	1719	9014	1815	1050	20903
Finally recommended	2839	939	883	780	3551	834	403	8992

Table – 4.11

Multi Tasking (Non-Technical) Staff Examination, 2019: Region/Category-wise details

Region / Category	UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	540	428	196	104	1651	240	177	2919
ER	462	87	78	17	354	135	59	998
KKR	135	7	5	2	159	91	4	308
MPR	70	22	17	6	98	15	14	213
NER	14	5	2	7	8	3	0	36
NR	1362	315	526	623	976	175	121	3802
NWR	105	29	7	2	37	21	6	180
SR	81	31	29	12	203	88	12	356
WR	70	15	23	7	65	66	10	180
Total	2839	939	883	780	3551	834	403	8992

* Ex-servicemen (ESM) and PwD included in their respective categories viz. UR, EWS, SC, ST and OBC.

Note: UR category candidates also include SC/ST/OBC candidates who qualified at Unreserved category standard.

B. ANNUAL TYPING TEST

4.5 The Commission conducts Annual Typing Test on Computers for Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) etc. working in Ministries / Departments, Attached and Subordinate Offices of the Government of India for the purpose of grant of increment and confirmation in the respective grades.

C. ANNUAL STENOGRAPHY TEST

4.6 The Commission also conducts the Annual Departmental Stenography Test for Stenographer Grade 'D' Departmental candidates.

CHAPTER – V

RECRUITMENT TO SELECTION POSTS

- 5.1 The Commission is also mandated to make recruitment to Selection Posts for various Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in different Ministries/Departments and Attached and Subordinate Offices of the Government of India. Selection Posts are isolated posts, in various Ministries/Departments, which are not covered under any All India Open Competitive Examinations conducted by the Commission, as the number of vacancies is generally small and the Essential Qualifications for such post(s) vary from Matriculation to Post Graduation, in accordance with the specific requirements of the post(s) concerned.
- 5.2 Recruitment to Selection Posts involves the following stages :
- (i) Receipt of Requisitions from the User Ministries / Departments by the Regional / Sub Regional Office(s) concerned directly, under the Single Window System.
 - (ii) Detailed Advertisement for recruitment to the Selection Posts is published on the website of the Commission and all its Regional / Sub-Regional Offices in Hindi and English. An indicative notice is published in the Employment News as well as in one Regional Language Newspaper of each State / UT by the Regional / Sub-Regional Offices.
 - (iii) Applications are received online for Written Examination in Computer Based Mode (CBM).
 - (iv) After conduct of the Computer Based Examination (CBE), Tentative Answer Key is uploaded within two weeks of CBE for challenges from candidates. The result is processed after considering the challenges received from the candidates.
 - (v) After the conduct of the examination, the qualified candidates are required to submit printout of their filled Application Forms along with the requisite documents to the Regional / Sub-Regional Offices concerned at the stage of scrutiny.
 - (vi) Scrutiny of documents of the candidates, who have qualified for the next stage, is done by the Regional / Sub- Regional Offices concerned followed by the Skill Test like Typing Test / Data Entry Test / Computer Proficiency Test, etc. wherever prescribed in the Essential Qualifications.
 - (vii) In case, during the stage of scrutiny of documents / final Document Verification, the Commission observes that the vacancy(ies) for a particular category of post(s) is / are not getting filled up completely, an additional number of candidates who have qualified in the Computer Based Examination, are called only for one more time, at the discretion of Commission, for filling up the vacancies not getting filled up, in the ratio of 1:20 for vacancies upto 5 and 1:10 for vacancies more than 5.
 - (viii) Verification of Documents (DV) of the qualified candidates is done by the Regional/ Sub-Regional Offices concerned for each category of post(s).

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- (ix) After approval of the Commission, declaration and uploading of the final Select List for each category of posts(s) separately on the website of the Regional / Sub-Regional Offices concerned is done.
- (x) Candidates are nominated according to their rank and category vis-a-vis number of vacancies advertised for the posts. Nomination of selected candidates to the User Ministries / Departments is done by the Regional / Sub Regional Offices concerned.
- (xi) The Commission maintains a Reserve List for Selection Posts, subject to the availability of eligible candidates. The Reserve List is operated by its Regional / Sub-Regional Offices concerned, in cases where the nominated candidates from the Select List do not join the User Ministry / Department resulting in the cancellation of their candidature. The Reserve List is operated within its validity period.
- (xii) Scores / marks of only the selected candidates are disclosed / made available on the website of the concerned Regional Offices at the time of declaration of final result for the particular category of posts. Marks of all other candidates who appeared in the Computer Based Examination for any category of posts are made available on the website of the Commission after declaration of entire result of all categories of posts.

5.3 During the year 2020-21, a total of 358 candidates were recommended by the Commission against various categories of Selection Posts. Details in this regard are given in table 5.1 and 5.2 below:

Table – 5.1

GROUP ‘B’ SELECTION POSTS

S. No.	Name of Region	Vacancies as per Notice	No. of candidates recommended		
			Male	Female	Total
1.	CR	5	5	0	5
2.	ER	13	8	0	8
3.	NR	28	20	6	26
4.	NWR	27	18	7	25
	Total	73	51	13	64

Table – 5.2

GROUP ‘C’ SELECTION POSTS

S. No.	Name of Region	Vacancies as per Notice	No. of candidates recommended		
			Male	Female	Total
1.	ER	69	67	2	69
2.	MPR	51	50	1	51
3.	NR	156	116	7	123
4.	WR	51	50	1	51
	Total	327	283	11	294

Category-wise details are given in Appendices E & E-I

CHAPTER-VI

EXAMINATION CENTRES

- 6.1 With the rapid increase in the number of candidates applying for various examinations of the Commission, the number of examination centres (cities) have been increasing over the years. In July, 1976 when the Commission started functioning, there were only 09 examination centres. Since then, the number of examination centres has increased substantially. From the year 2016, with the transition from the conventional mode of examination i.e. Optical Marks Reader (OMR) Mode to the Computer Based Mode (CBM) of examination, the availability of examination venues with computer nodes has become an essential requirement. This has necessitated shifting of the examination venues from Government schools to well equipped computer labs and technical / professional institutes.
- 6.2 The Commission conducts its examinations at selected centres throughout the length and breadth of the country. The selection of these examination centres is guided by specific technical requirements and other considerations, which *inter-alia* include :-
- i) Availability of computer nodes, internet facilities and uninterrupted power supply conforming to the standards set by the Commission.
 - ii) Accessibility to the examination centres for candidates coming from the rural, remote and hilly areas.
 - iii) Assurance by the State Government(s) for provision of security and maintenance of law and order at the examination venues.
 - iv) Provision of basic amenities like drinking water and sanitation, availability of holding areas at the examination venues to enable the candidates to deposit their belongings, etc.
 - v) Accessibility of the examination venues from the Central Business District of the city concerned.
 - vi) Suitability of the examination venues for women and PwD candidates to ensure minimum dislocation and inconvenience to such candidates.
 - vii) Venues located in congested / commercial areas are generally avoided.
 - viii) Previous track record of the examination venues is also given due weightage while selecting them for examinations.
- 6.3 In some cases, due to the non-availability of adequate number of computer nodes at the preferred venues / centres of examinations, candidates are shifted to other locations. On certain occasions, to maintain the integrity of the examination, candidates are also allocated to the centres other than the choices exercised by them.
- 6.4 During the period under report, the Commission conducted its largest examination i.e. Combined Higher Secondary Level (Tier-I) Examination, 2019 for 41,58,563 candidates at 342 venues located in 146 examination centres (cities) across the country.

- 6.5 The Region and Sub Region-wise number of centres and venues of examinations [based on Combined Higher Secondary Level (Tier-I) Examination, 2019] in Computer Based Mode of examination are given at Table(s) 6.1 to 6.9 below:

Table-6.1

1. CENTRAL REGION

S.No.	Examination Centre	No. of Venues
1	Agra	6
2	Aligarh	1
3	Arrah	1
4	Aurangabad	1
5	Bareilly	1
6	Bhagalpur	2
7	Darbhanga	2
8	Gorakhpur	6
9	Jhansi	3
10	Kanpur	9
11	Lucknow	14
12	Meerut	2
13	Moradabad	1
14	Muzaffarnagar	2
15	Muzaffarpur	5
16	Patna	26
17	Prayagraj	8
18	Purnea	2
19	Varanasi	11
	TOTAL	103

Table-6.2

2. EASTERN REGION

S.No.	Examination Centre	No. of Venues
1	Asansol	1
2	Balasore	1
3	Berhampur-Ganjam	2
4	Bhubaneswar	3
5	Bokaro Steel City	1
6	Cuttack	1
7	Dhanbad	1
8	Dhenkanal	1
9	Hazaribagh	1
10	Hooghly	1
11	Howrah	1
12	Jamshedpur	1
13	Kalyani	1
14	Kolkata	5
15	Port Blair	5
16	Ranchi	2

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17	Rourkela	1
18	Sambalpur	2
19	Siliguri	4
	TOTAL	35

Table-6.3

3. KARNATAKA & KERALA REGION

S.No.	Examination Centre	No. of Venues
1	Belagavi (Belgaum)	1
2	Bengaluru	5
3	Ernakulam	1
4	Hubballi (Hubli)	1
5	Kalaburagi (Gulbarga)	1
6	Kannur	2
7	Kavaratti	1
8	Kollam	1
9	Kottayam	1
10	Kozhikode	1
11	Mangaluru (Mangalore)	1
12	Mysuru (Mysore)	1
13	Shivamogga (Shimoga)	1
14	Thiruvananthapuram	1
15	Thrissur	1
16	Udupi	1
	TOTAL	21

Table-6.4

4. MADHYA PRADESH REGION

S.No.	Examination Centre	No. of Venues
1	Bhilai Nagar	1
2	Bhopal	3
3	Bilaspur	1
4	Gwalior	1
5	Indore	3
6	Jabalpur	1
7	Raipur	1
8	Sagar	1
9	Satna	1
10	Ujjain	1
	TOTAL	14

Table-6.5

5. NORTHERN REGION

S.No.	Examination Centre	No. of Venues
1	Ajmer	1
2	Alwar	3
3	Bikaner	2
4	Dehradun	5
5	Faridabad	1
6	Ghaziabad	1
7	Greater Noida	1
8	Gurugram	2
9	Haldwani	4
10	Haridwar	2
11	Jaipur	11
12	Jodhpur	1
13	Kota	2
14	New Delhi	19
15	Noida	2
16	Roorkee	4
17	Sikar	2
18	Sriganganagar	1
19	Udaipur	1
	TOTAL	65

Table-6.6

6. NORTH-EASTERN REGION

S.No.	Examination Centre	No. of Venues
1	Agartala	1
2	Aizawl	1
3	Churachandpur	2
4	Dibrugarh	1
5	Guwahati	1
6	Imphal	1
7	Jorhat	1
8	Kohima	1
9	Naharlagun	1
10	Shillong	1
11	Silchar	1
12	Ukhrul	1
	TOTAL	13

Table-6.7

7. NORTH-WESTERN REGION

S.No.	Examination Centre	No. of Venues
1	Amritsar	1
2	Bhatinda	1
3	Chandigarh	1
4	Hamirpur	1
5	Jalandhar	2
6	Jammu	2
7	Kangra	1
8	Leh	1
9	Ludhiana	1
10	Mohali	2
11	Patiala	1
12	Samba	1
13	Shimla	2
14	Srinagar	3
	TOTAL	20

Table-6.8

8. SOUTHERN REGION

S.No.	Examination Centre	No. of Venues
1	Chennai	3
2	Chirala	1
3	Coimbatore	2
4	Guntur	4
5	Hyderabad	6
6	Kakinada	1
7	Karimnagar	1
8	Kurnool	2
9	Madurai	4
10	Nellore	1
11	Rajahmundry	1
12	Salem	2
13	Tiruchirappalli	2
14	Tirunelveli	1
15	Tirupathi	2
16	Vellore	1
17	Vijayawada	2
18	Visakhapatnam	3
19	Vizianagaram	1
20	Warangal	1
	TOTAL	41

Table-6.9

9. WESTERN REGION

S.No.	Examination Centre	No. of Venues
1	Ahmedabad	3
2	Amravati	2
3	Anand	1
4	Aurangabad	1
5	Gandhinagar	2
6	Jalgaon	1
7	Kolhapur	2
8	Mehsana	1
9	Mumbai	1
10	Nagpur	4
11	Nanded	1
12	Nashik	1
13	Panaji	1
14	Pune	3
15	Rajkot	3
16	Surat	1
17	Vadodara	2
	TOTAL	30

CHAPTER VII

GENDER WISE PERFORMANCE OF CANDIDATES

7.1 During the year 2020-21, a total of 48,76,066 female candidates, 1,05,30,630 male candidates and 47 transgender candidates submitted applications for various examinations of the Commission, as may be seen at Table-7.1 given below:

Table-7.1

NUMBER OF CANDIDATES, GENDER WISE, WHO SUBMITTED APPLICATIONS FOR ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING THE PERIOD FROM 01.04.2020 to 31.03.2021

S. No.	Examination	No. of candidates			
		Female	Male	Transgender	Total
1	Combined Graduate Level Examination, 2020	8,39,054	13,70,808	5	22,09,867
2	Combined Higher Secondary (10+2) Level Examination, 2020	14,39,032	24,59,334	13	38,98,379
3	Constable (Executive) Male and Female in Delhi Police Examination, 2020	7,23,430	21,72,615	0	28,96,045
4	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2020	1,27,612	5,39,976	1	6,67,589
5	Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020	6,656	6,859	0	13,515
6	Multi Tasking (Non-Technical) Staff Examination, 2020	13,91,938	31,42,846	26	45,34,810
7	Stenographer Grade 'C' and 'D' Examination, 2020	1,91,350	3,20,820	2	5,12,172
8	Sub-Inspector in Delhi Police and Central Armed Police Forces Examination, 2020	1,56,994	5,17,372	0	6,74,366
Total		48,76,066	1,05,30,630	47	1,54,06,743

7.2 Special efforts are made by the Commission to ensure greater participation of women candidates in the examinations conducted by it. In consonance with the extant policy of the Government, the Commission does not charge any examination fee from women candidates. The Commission also makes concerted efforts to ensure that women candidates are allotted examination venues of their choice, proximate to their place(s) of residence.

- 7.3 As may be observed from the statistics given above, during the year 2020-21, out of a total of 1,54,06,743 applications, 48,76,066 applications were received from women candidates for the All India Open Competitive Examinations. Women candidates therefore accounted for 31.65% of the total candidates during the year 2020-21 as against 30.52% during the previous year.
- 7.4 The percentage of applications of women candidates was the highest in the Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020, wherein women candidates accounted for 42.25% of the total candidates. This was followed by the Combined Graduate Level Examination, 2020 in which the women candidates constituted 37.97% of the total candidates. The lowest number of applications of women candidates was recorded in the Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2020, which was only 19.12%. The corresponding figures for the two examinations in which women candidates had the highest representation and the one in which their representation was the lowest during the previous year were 36.56%, 35.66% and 15.83% respectively.
- 7.5 The share of women candidates in the final results which were declared during the year, is given in the Table-7.2 below:

Table-7.2

SHARE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING THE PERIOD 01.04.2020 TO 31.03.2021

Sl. No.	Name of Examination	Total		
		No. of Candidates finally selected		
		Total	Women	Percentage
1	Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2019	325	158	48.62
2	Stenographer Grade 'C' and 'D' Examination, 2018	1464	429	29.30
3	Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2018	1840	53	2.88
4	Constable (GD) in CAPFs, NIA, SSF and Rifleman (GD) in Assam Rifles Examination, 2018	55912	8333	14.90*
5	Multi Tasking (Non-Technical) Staff Examination 2019	8992	1164	12.94
Total		68533	10137	14.79

* In this examination, only 9480 posts were available for women candidates.

- 7.6 It may be observed that in the Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2019, the share of women candidates was the highest at 48.62%.

- 7.7 As per the direction of the Government of India (Department of Personnel and Training) conveyed vide Office Memorandum No. 39028/02/2016- Estt(B) dated 20th April, 2020, the Commission has carried out the necessary modification in the application forms to include 'Transgender' as a separate category of gender for its examinations, so as to comply with the provisions of The Transgender Persons (Protection of Rights) Act, 2019. During 2020-21, 47 Transgender candidates applied for various examinations of the Commission.

CHAPTER VIII

OTHER IMPORTANT ACTIVITIES OF THE COMMISSION

A. SKILL TESTS

8.1 From 01.04.2010 onwards, the Commission has adopted the modality of conducting various types of Skill Tests on computers viz. Typing Tests / Stenography Test / Computer Proficiency Test (CPT) / Data Entry Speed Test (DEST). During the year 2020-21, a total of 84,202 eligible candidates were called for appearing in various Skill Tests in different examinations conducted by the Commission. Table-8.1 given below depicts the Region / Sub-Region-wise break-up of candidates who were called for appearing in Skill Tests / CPTs / DESTs in various examinations conducted by the Commission:

Table-8.1

REGION	Number of candidates called for appearing in Skill Tests / CPT / DEST		Total
	CHSL Exam, 2018	CGL Exam, 2018	
CR	10,205	7,912	18,117
ER	3,919	3,962	7,881
KKR	1,441	1,565	3,006
MPR	1,075	1,264	2,339
NER	427	605	1,032
NR	15,677	23,695	39,372
NWR	1,053	2,146	3,199
SR	2,169	4,084	6,253
WR	1,276	1,727	3,003
TOTAL	37,242	46,960	84,202

B. PHYSICAL AND MEDICAL TESTS

8.2 Physical Standards Test (PST), Physical Endurance Test (PET) and Detailed Medical Examination (DME) are mandatory stages in the process of recruitment for posts in the Central Armed Police Forces and Delhi Police. In case, a candidate is declared as 'Unfit' in the DME, there is a provision for the candidates to make an appeal for Review Medical Examination (RME). Actual conduct of PST / PET and DME / RME is done by the Central Armed Police Forces and Delhi Police, as applicable. Table-8.2 given below depicts the Region / Sub-Region-wise break-up of candidates who qualified for appearing in PST/ PET and DME / RME in various examinations conducted by the Commission:

Table-8.2

Region	Number of candidates qualified for appearing in PET / PST / DME / RME		Total
	Sub Inspector in Delhi Police, CAPFs and ASI in CISF Examination 2018 - Candidates qualified for appearing in DME / RME	Sub Inspector in Delhi Police, CAPFs and ASI in CISF Examination 2019 - Candidates qualified for appearing in PET / PST	
CR	430	8,901	9,331
ER	75	2,217	2,292
KKR	49	1,253	1,302
MPR	36	2,215	2,251
NER	34	802	836
NR	2,740	24,839	27,579
NWR	148	1,633	1,781
SR	66	2,039	2,105
WR	61	2,024	2,085
TOTAL	3,639	45,923	49,562

C. DOCUMENT VERIFICATION

- 8.3 Before the declaration of the final result, Document Verification of qualified candidates is carried out by the Regional/Sub-Regional Offices in order to verify the genuineness of the candidature of the candidates, so as to ascertain whether the candidates meet the eligibility criteria / educational qualifications as notified in the Notice of the Examination and also to check impersonation. During document verification, a candidate has to produce passport size photographs, original certificates of matriculation and other Educational Qualifications and Ex-Serviceman / Caste / EWS / PwD certificate (if any relaxation is taken / applicable), to ensure that the candidate actually belongs to the categories as claimed in the application form. The candidate is also required to produce an experience certificate wherever specifically mandated.
- 8.4 The system of biometric registration introduced for effective screening of candidates appearing for Computer Based Examinations enables the Commission to capture fingerprints and photographs of the candidates immediately before the start of the examination. The Commission also captures fingerprints of candidates at the time of Document Verification. The fingerprints so captured enable the Commission to detect cases of impersonation, if any. The fingerprints database can be shared by the Commission with the User Departments, on request, to facilitate the authentication of candidates at the time of their appointment.

- 8.5 Photographs of the candidates captured at various stages of the examination are verified with the photograph uploaded in the application form and the candidate appearing for Document Verification.
- 8.6 After recording the thumb impression and signatures of the candidates, the Document Verification Sheet is filled online. Dossiers of candidates are created by the Commission before the Document Verification and the verified copies of the requisite certificates are placed in the respective Dossiers of the candidates.
- 8.7 Participation of qualified candidates in the Document Verification is mandatory. Those candidates who fail to attend the Document Verification are not considered for any post at the time of final selection. In case of final selection, these Documents (Dossiers) are forwarded to the Indenting Ministries / Departments / Offices alongwith the nominations of the successful candidates.

CHAPTER-IX

PROGRESSIVE USE OF HINDI IN OFFICIAL WORK

9.1 The Commission makes a concerted effort to implement the provisions of the Official Language Act, 1963 and Official Language Rules, 1976 in letter and spirit.

A. ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION

9.2 The Commission has a full-fledged Hindi Section under the charge of a Deputy Director (Official Language) assisted by an Assistant Director (Official Language) and supporting staff. Apart from the implementation of the Official Language Policy and Annual Programme of the Department of Official Language (Rajbhasha Vibhag), the Section is also engaged in the work of translation of official records / correspondence. It further monitors the implementation of the Official Language Policy in the Headquarters as well as in its Regional / Sub-Regional Offices.

B. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

9.3 Meetings of the Official Language Implementation Committee are held on a quarterly basis under the Chairmanship of Chairman, SSC, to review the implementation of the Official Language Act and the relevant Rules made thereunder. The decisions taken in these meetings are communicated to all concerned and follow up action is taken accordingly.

C. CORRESPONDENCE IN HINDI

9.4 The Commission has made sincere efforts to ensure the progressive use of Hindi in its day-to-day working. The Commission has also made concerted efforts to increase the number of correspondences in Hindi with the Central Government Offices located in the A, B and C Regions and with the candidates. As a result of these efforts, the percentage of original correspondence in Hindi has recorded a significant improvement. Documents mentioned under Section 3(3) of the Official Language Act, such as Resolutions, Notifications, Notices, Press Releases, Rules & Regulations, etc. are prepared and issued bilingually. All Notices of Examinations are also issued bilingually in Hindi and English. The websites of the Commission as well as its Regional and Sub-Regional Offices are also kept bilingual.

D. TRAINING IN HINDI

9.5 During the year 2020-21, out of 136 Officers and Staff in the Commission Headquarters, all 136 have proficiency / working knowledge of Hindi. Further, out of 2 PPS, 3 PS and 4 Stenographer Grade 'D' posted in the Commission Headquarters, 8 are trained in Hindi Stenography.

E. HINDI FORTNIGHT (PAKHWARA)

9.6 In order to create awareness about Hindi and to provide a conducive environment for its progressive use amongst Officers and Staff members, the Commission (HQ) organized the 'Hindi Pakhwara' from **14th September to 28th September 2020**. During the fortnight, 06 different competitions viz. Typing Test, Hindi Story Writing, Noting and Drafting, Hindi Dictation, Hindi Essay Writing and Debate Competitions were organized. A total of **53** officials participated in these competitions from amongst which 30 participants received cash awards and certificates for securing first, second, third and consolation prizes. Members of the Commission distributed the awards to the winners in the concluding session of the programme.

F. REGIONAL OFFICES' HINDI PAKHWARA

9.7 It is noteworthy that Hindi Divas and Hindi Pakhwara were organized by the Regional / Sub-Regional Offices of the Commission during the month of September 2020. During this period various Hindi competitions were organized and prizes were awarded to the winners. Out of 161 participants, 86 won the prizes.

G. Workshop / Incentive Schemes

9.8 The Commission also awarded the Official Language Shield for the year 2019-20 for 'A' 'B' & 'C' Regions to the Sub-Regional Office, Madhya Pradesh Region, Raipur; Regional Office, Western Region, Mumbai; and Regional Office, North Eastern Region, Guwahati, respectively.

9.9 For training Officers / Officials of the Commission, Hindi Workshop was organized on "Introduction to Unicode & its features" on 28th December, 2020. Another workshop in the form of Hindi Quiz was organised on 19th February, 2021.

9.10 Officers and Staff members of the Commission having working knowledge of Hindi are encouraged to participate in the Cash Award Scheme for original Hindi noting / drafting in their official work. Six cash awards were given to the Officers / Staff members under the Scheme for original work in Hindi during the year 2019-20.

9.11 In recognition of the outstanding performance in Hindi, Research and Analysis Section of the Commission was awarded the 'Rajbhasha Running Shield' for the year 2019-20.

H. OFFICIAL LANGUAGE INSPECTIONS

9.12 To ensure proper compliance of the Official Language Policy and Programme, two Regional Offices i.e. Western Region (Mumbai) and North Eastern Region (Guwahati) and three Sections of the Commission (HQ) i.e. Policy & Planning-II (P&P-II), Confidential-1/1 (C-1/1) and Confidential-1/2 (C-1/2) were inspected during the year 2020-21. Appropriate guidelines were also issued to overcome the shortcomings found during the inspection.

APPENDICES

STAFF SELECTION COMMISSION

**TEXT OF THE RESOLUTIONS CONSTITUTING THE
STAFF SELECTION COMMISSION AND AMENDMENTS**

**No. 46/1(S)/74-Estt.(B)
Government of India/Bharat Sarkar
Cabinet Secretariat/Mantrimandal Sachivalaya
Department of Personnel & Admn. Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)**

New Delhi – 110001, Dated 4 Nov. 1975.

RESOLUTION

On a careful consideration of the recommendations of the Administrative Reforms Commission in its Report on Personnel Administration, the Government of India have decided to set up a 'Subordinate Services Commission'.

2. CONSTITUTION OF THE SUBORDINATE SERVICES 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 Govt. from time to time. The Commission will be provided such supporting staff as may be considered necessary by Government.

3. FUNCTIONS

The Subordinate Services Commission will make recruitment to non-technical Class III posts in the Departments of the Govt. of India and in the subordinate offices except those posts for which recruitment is made by the Railway Service Commissions, Staff in the offices of the Comptroller and Auditor General and the Accountants General and industrial establishments. The Commission will among other things conduct examinations whenever required for recruitment to the posts within their purview and 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 on different centres and successful candidates posted, to the extent possible to their home States/Regions.

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 (B) Grade – IV;
 - (ii) Railway Board Secretariat Clerical Service – Grade II
 - (iii) Central Secretariat Clerical Service – Lower Division Grade;
 - (iv) Armed Forces Headquarter 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.

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- (vii) Posts of Lower Division Clerks in other Departments and Attached Offices of the Government of India not participating in the I.F.S. (B)/Railway Board Secretariat Clerical Service/Central Secretariat Clerical Service/Armed Forces Headquarter Clerical Service.
- (2) hold competitive examination for recruitment to Grade III of the Central Secretariat Stenographers Service.
- (3) hold Departmental Examination 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 C.S.C.S. for the Ministries/Departments of the Government of India;
 - (iii) Promotion from Grade III to Grade II of the Central Secretariat Stenographers Service.
- (4) Conduct Quarterly and monthly Typewriting Test in English and Hindi.
- (5) Prepare schemes for recruitment to Class III non-technical posts in the Subordinates Offices of the Government of India in consultation with the Departments concerned.
- (6) Conduct examinations for recruitment to non-technical Class III posts in the subordinate services in the Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices as may be specified by the Govt. from time to time.

The term 'Subordinate Services' will include all Class III posts sanctioned in the Ministries/Departments, their Attached and Subordinate Offices in the Govt. of India, recruitment to which is to be made through the Subordinate Services Commission, but will not include posts recruitment to which is made by the Rly. Service Commission, the C.A.G. and the offices of the Accountant General.

However, in order to facilitate the smooth takeover of work relating to recruitment by the Subordinate Services 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 Commission will take over recruitment to Class III non-technical posts in subordinate offices and Departments located in Delhi, excluding posts recruitment to which is made by the Railway Service Commission, staff in the offices of the Comptroller & Auditor General and the Accountants General and industrial establishment, in consultation with the Ministries/Department 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 Ministries/Departments concerned, but excluding posts recruitment to which is made by the Railway Service Commissions, staff in the offices of the Comptroller & Auditor General and the Accountants General and industrial establishments.

4. DUTIES AND RESPONSIBILITES OF THE CHAIRMAN AND MEMBER :

CHAIRMAN :

The Chairman, as administrative head of the S.S.C will be responsible for :

- (1) Ascertaining from the Departments the number of non-technical Class III posts for which recruitment is to be made from time to time.
- (2) Inviting applications by means of advertisement.

- (3) Scrutinising applications by means of advertisements.
- (4) Selection of candidates either by competitive examinations or interviews of candidates.
- (5) Submission to the Department concerned the names of selected candidates.
- (6) Taking steps to ensure that in making recommendations the Departments will be able to discharge their obligations in respect of the recruitment of members of the Scheduled Castes and Scheduled Tribes.
- (7) Maintaining records of appointments made by the S.S.C.
- (8) Submitting an annual report of the activities of the S.S.C. to Department of Personnel and A.R.
- (9) Any other duty entrusted by the Department of Personnel and Administrative Reforms later on.

MEMBER:

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

5. DELEGATION OF POWERS.

The Chairman of the Subordinate Services 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 Headquarter of the Subordinate Services Commission will be at Delhi, Regional offices of the Commission may also be opened later at places like Bombay, Calcutta, Madras and Allahabad as and when the necessity for opening such offices arises.

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

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

Sd/-
(P.S. Mahadevan)
Joint Secretary to the Govt. of India

No. 46/1(S)/74-Estt.(B)

Dated, 4 Nov. 75

Copy forwarded to :-

1. All Ministries/Departments of the Government of India.
2. All State Governments/Administrations in Union Territories.
3. Prime Minister's Secretariat, President's Secretariat, Vice President's Secretariat, Lok Sabha/Rajya Sabha Sectt., Supreme Court; U.P.S.C.; C.V.C., C& A.G., Commissioner for

STAFF SELECTION COMMISSION

S.C. & S.T., Commissioner for Linguistic Minorities; All Zonal Councils; Election Commission.

4. All Attached/Subordinate Offices of Department of Personnel and A.T.
5. CS. I/CS.II/IES/ISS/AVD.I/AVD.II/AVD.III/AVD.IV/AISI/Ad. I Section of Department of Personnel and A.R. A.R. Wing.
6. Director (Examination Wing),
I.S.T.C.

Sd/-

(R.C. Gupta)

Under Secretary to the Govt. of India

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-Estt.(B) dated 4.11.1975 has so far been amended six 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
 - (f) Resolution No.39018/01/1998-Estt.(B)-Vol.II dated 14.1.2011

<----- STAFF SELECTION COMMISSION ----->

No. 39036/37/76-Estt(B)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi the 26th Sept. 1977

RESOLUTION

In partial modification of the Resolution No 46/1(S)/74-Estt(B) dated the 4th November, 1975 of this department, it has been decided to change the name of Subordinate Services Commission to "Staff Selection Commission".

ORDER

Ordered that a copy of this Resolution be communicated to all State Government / Ministries of Government of India and also that the resolution be published in the Gazette of India.

Sd/-

(K.D. Madan)
Joint Secretary to the Government of India

No. 39036/37/76-Estt(B)

New Delhi, the 26th Sept., 1977

Copy to

- 1 to 3 XXXXXXXX
4. All Attached/Subordinate offices of the Department of Personnel and Administrative Reforms
5. XXXXXXXX
6. Director Examination Work, ISTM,

Sd/-

(R. Raghavachari)
Director

<----- STAFF SELECTION COMMISSION ----->

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. 16,500 of an officer holding any Group 'A' service or posts. UPSC need not 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.

(TO BE PUBLISHED IN THE GAZETTEE 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

No.39018/1/98-Estt. (B).—The Government of India, in the Department of Personnel and Administrative Reforms vide its Resolution No. 46/l(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/l(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 will be provided such supporting staff as may be considered necessary by the Central Government.

2. Functions

(1) 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 scales 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 Examinations 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 Head Quarters 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 Head-Quarters 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 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, Assistant Enforcement Officers in Directorate of Enforcement, Grade II of 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 Divisional Clerks in Attached/Subordinate Offices of the Government of India.

(b) hold Departmental Examination for

- (i) promotion from Group ‘D’ to Lower Divisional 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 Divisional Clerks to Upper Divisional Clerks Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Head-Quarters Clerical Service.
- (iii) promotion from Stenographers Grade ‘D’ to Stenographer 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.

- (c) conduct periodical Typewriting Test in English and Hindi;
- (d) prepare schemes for recruitment to all Group 'B' Posts which are in the pay scales the maximum of which is below Rs. 10500 and Group 'C' nontechnical 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 scales the maximum of which is below Rs. 10500 and all Group 'C' non-technical posts in the Ministries/Departments of the Government of India and their attached and subordinate Offices as maybe 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.

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: -

- 1) 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 scales 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;
- 2) submitting an Annual Report of the activities of the Staff Selection Commission to the Department of the Personnel and Training.
- 3) performing such other duties as may be entrusted to him by the Department of Personnel and Training.

(b) Members:

The Members shall-

- 1) assist the Chairman in conducting examinations and interviews of candidates, wherever necessary.
- 2) 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 Headquarter of the Staff Selection Commission shall be at Delhi. Regional or Sub-Regional Offices of the Commission which are operating at present is at Appendix-I. The Commission may, with the approval of the Department of Personnel and Training, open more Regional and Sub-Regional Offices of the Commission at such other places as may it may consider necessary.

6. The expenditure in the setting up of any Regional and 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.

SMT. BHAVANI THYAGARAJAN, Director

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 Manager,
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.

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

Government of India

**Ministry of Personnel, Public Grievances and Pension
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.

<----- STAFF SELECTION COMMISSION ----->

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

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:-

- (a) 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 carrying the pay scale of Rs. 6500-10,500.”

Sd/-

(Smt. Shubha Thakur)

Under Secretary to the Government of India

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 Manager,
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.

Sd/-

(Smt. Shubha Thakur)

Under Secretary to the Government of India

(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

RESOLUTION

New Delhi, dated the 14 January, 2011

No. 39018/01/1998-Estt. (B)-Vol.II – Government of India, in the Department of Personnel & Administrative Reforms vide its Resolution No.46/1(S)/74-Estt.(B) dated 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission with effect from 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 its subordinate offices. The functions of the Commission were enlarged from time to time to include recruitment to Group 'B' (Non-Gazetted) posts upto the pay scale of Rs. 6500-10500/-. Consequent to revision of Pay Scales w.e.f. 1.1.2006 and reclassification of all civil posts under Government vide Order No. S.O. 946(E) dated 9th April, 2009, it has become necessary to redefine the functions and role of the Commission. Therefore, in supersession of Resolution No. 46/I(S)/74-Estt.(B) dated 4th November, 1975 and subsequent Resolutions on the subject, the constitution and functions of the Staff Selection Commission will be as under with immediate effect.

1. Constitution of the Staff Selection Commission

- (i) Except as respect things done or omitted to be done before such supersession, the Central Government hereby establish a Commission called Staff Selection Commission which will comprise of a Chairman and two Members. The Commission will be serviced by a Secretariat headed by a Secretary, who will also be the Controller of Examination with other supporting officers and staff as may be considered necessary by the Central Government from time to time.
- (ii) The Commission will be an attached office of the Department of Personnel and Training and will function subject to directions, advice and policies of the Government.

2. Functions

The Staff Selection Commission shall-

- A. (i) make Recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' of (Non-Technical) posts under Government of India and their attached and subordinate offices, except those posts which are specifically exempt from the purview of Staff Selection Commission in Pay Band-2 and Pay Band-1 carrying Grade pay upto Rs. 4600/- through conduct of competitive examinations.
 - (ii) Make recruitment to such posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-1 carrying Grade Pay upto Rs. 4600/- which may, at the discretion of the Commission, be preceded by a short listing or skill test.
 - (iii) Conduct Limited Departmental Competitive Examinations of the Central Secretariat Clerical / Stenographers Services and such other Services as have been or may be entrusted to the Commission.
 - (iv) Conduct periodical Skill Tests in English/Hindi and such other skill tests as may be assigned by the Government from time to time.
- B. Perform such other functions as may be entrusted to it by the Central Government from time to time.

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 causing:-

- (i) Determination of vacancies including those reserved for Scheduled Castes, Scheduled Tribes, Other Backward Classes, etc, in each category of posts for which the Commission is mandated to make recruitment, selecting suitable candidates through competitive examinations/Interviews, recommending selected candidates for appointment against reported vacancies and maintaining records of appointment made.
- (ii) Submitting an Annual Report of the activities of the Commission to the Department of Personnel and Training.
- (iii) Performing such other functions as may be assigned to him by the Department of Personnel and Training.

(B) Members

The Members shall

- (i) assist the Chairman in conduct of examinations and interviews of candidates wherever necessary
- (ii) perform such other duties as may be assigned to them by the Chairman.

4. Delegation of Powers

In carrying out the functions of the Commission, the Chairman shall exercise all administrative and financial powers of the Head of Department and appoint one or more officers in the Commission as Head of Office.

5. Location of Office

The Headquarter of the Staff Selection Commission shall be at Delhi with Regional and Sub-Regional offices of the Commission which are already operative. The Commission may, with the approval of Department of Personnel & Training open more Regional/Sub-regional offices of the Commission at such other places as it may consider necessary, with prior approval of the Central Government.

6. The expenditure in setting up any regional/sub-regional offices of the Commission and working of the Commission will be met entirely by Government of India. The Commission shall collect fee from the candidates for various examinations / selections, as may be fixed by the Commission in consultation with the Government of India.

Sd/-

(Ms. Mamta Kundra)

Joint Secretary to the Government of India

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/-

(Ms. Mamta Kundra)

Joint Secretary to the Government of India

To
The Manager,
Government of India Press,
Mayapuri, Ring Road, New Delhi

<----- STAFF SELECTION COMMISSION ----->

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

**Government of India
Ministry of Personnel, Public Grievance and Pensions
(Department of Personnel and Training)**

New Delhi, the 24 July, 2012

RESOLUTION

No. 24012/29/2011-Estt.(B) --- Government of India in the Department of Personnel & Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt.(B) dated 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from 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 was enlarged from time to time and, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/01/1998-Estt.(B)-Vol.II dated 14.1.2011.

2. It has now been decided to make following amendments to the Resolution No.39018/1/98-Estt.(B)-Vol.II dated 14.1.2011 with immediate effect, namely –

(a) In para 2A.(i) of the Resolution dated 14.01.2011, the existing entry shall be substituted as:

“Para 2A .(i) --- make recruitment to Group ‘B’ (Non-gazetted) and Group ‘C’ (Non-technical) posts under Government of India and their attached and subordinate offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission, in Pay Band-2 and Pay Band-1 carrying Grade pay upto Rs.4800/- through conduct of competitive examinations”.

(b) In para 2A.(ii) of the Resolution dated 14.01.2011, the existing entry shall be substituted as:

“Para 2A.(ii) --- make recruitment to such non-gazetted posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-I carrying grade pay upto Rs.4800/-, which may, at the discretion of the Commission, be preceded by a shortlisting or skill test”.

Sd/-

(U.S. Chattopadhyay)

Under Secretary to the Government of India

Note :- The Principal Resolution was published vide No.39018/01/98-Estt.(B) Vol. II in the Extra Ordinary Gazette of India Part I, Section 1 dated 17th January, 2011.

To

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

STAFF SELECTION COMMISSION

(To be published in the Gazette of India, Extraordinary, Part I Section I)

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

RESOLUTION

New Delhi, 17 February, 2016

No. 39018/01/2012-Estt (B)Government of India in the Department of Personnel & Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt (B) dated 04th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated a 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 was enlarged from time to time and, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/01/1998-Estt (B), Vol.II dated 14.1.2011 and No. 24012/29/2011-Estt (B) dated 24.07.2012.

2. It has now been decided to make following amendments to the Resolution No. 39018/1/98-Estt (B) dated 14.01.2011 read with No. 24012/29/2011 – Estt (B) dated 24.07.2012 with immediate effect, namely :-

In Para 2A of the Resolution dated 14.01.2011, a new entry shall be inserted.

“Para 2A (V) “make direct recruitment to Group ‘B’ (Gazetted) in the pay Band 2, Rs. 9300-34800 and Grade Pay Rs 4800/- posts of Assistant Accounts Officer and Assistant Audit Officer in the Indian Audit and Accounts Department in the office of the Comptroller and Auditor General of India”.

Sd/-

(Dr. Devesh Chaturvedi)

Joint Secretary to the Government of India

Note :- The Principal Resolution was published vide No.39018/01/98-Estt.(B) in the Gazette of India, Extraordinary Part I, Section 1 dated 17th January, 2011.

To

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

No. 39018/01/2012-Estt (B)

Dated : 17.02.2016

Copy forwarded to :-

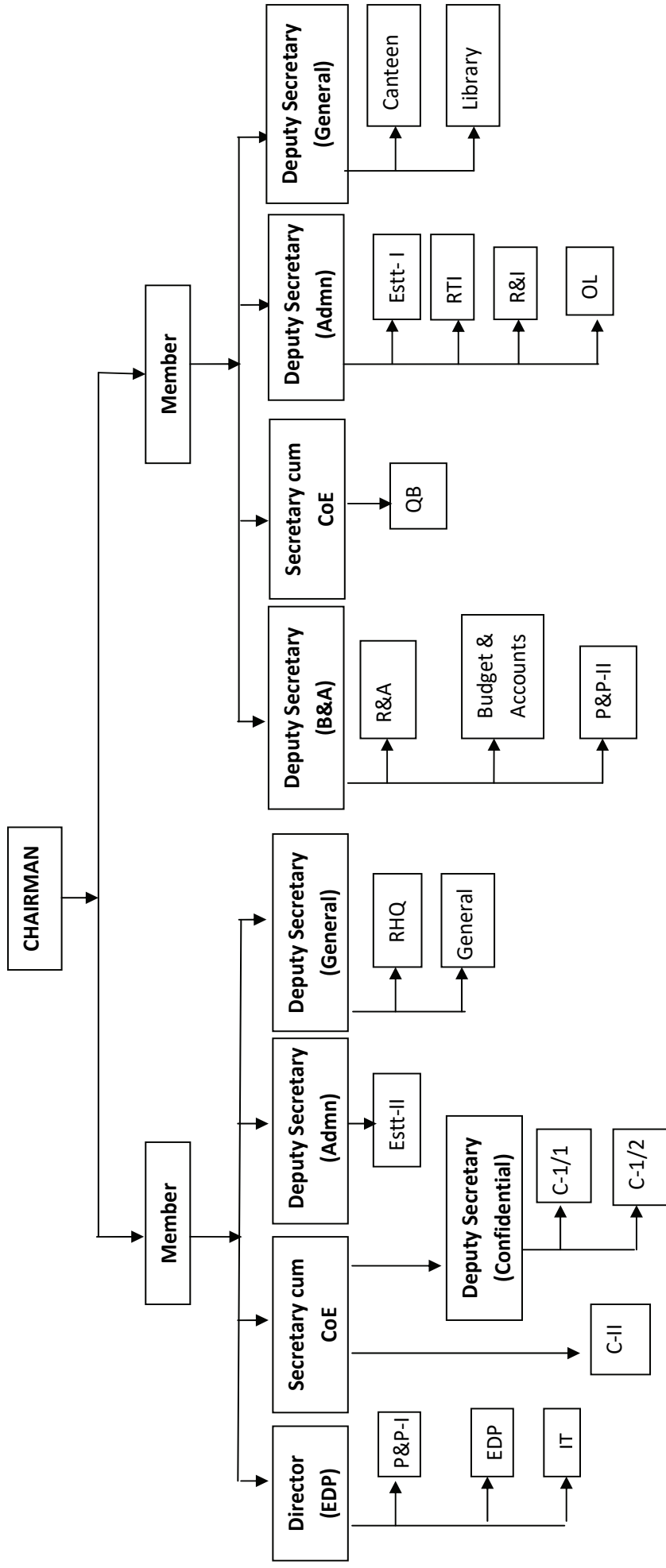
1. All Ministries / Departments of the Government of India
2. All State Governments / UTs
3. Secretary, Union Public Service Commission, Dholpur House, New Delhi.
4. Chairman, Staff Selection Commission, CGO Complex, New Delhi.
5. Estt (RR) Desk, Department of Personnel and Training, New Delhi.
6. NIC, Department of Personnel and Training, North block, New Delhi – with request to upload this Government Resolution in the website of this Department under heading “Gazette Notification”.
7. Guard File.
8. 10 spare copies.

Sd/-

(Mukesh Kumar)

Under Secretary to the Government of India

ORGANISATIONAL CHART OF STAFF SELECTION COMMISSION (HQ) AS ON 31.03.2021



STAFF SELECTION COMMISSION

HEADQUARTERS OFFICE

a)	CHAIRMAN	SMT. SUJATA CHATURVEDI
	MEMBER	SHRI RAJIV SRIVASTAVA
	MEMBER	SHRI ASHOK KUMAR
b)	<u>REGIONAL OFFICES</u>	<u>(REGIONAL DIRECTORS)</u>
	CENTRAL REGION	SHRI RAHUL KUMAR SACHAN
	EASTERN REGION	SMT. PRIYANKA BASU INGTY
	KERALA KARNATAKA REGION	SHRI S. N. GIRISH
	NORTHERN REGION	SHRI GAJENDAR SINGH THAKUR
	NORTH EASTERN REGION	SHRI NGACHAN ZIMIK
	SOUTHERN REGION	SHRI K. NAGARAJA
	WESTERN REGION	DR. (SMT.) VANI ANAND SINGH
	<u>SUB-REGIONAL OFFICES</u>	
	MADHYA PRADESH REGION	SHRI S. N. GIRISH *
	NORTH-WESTERN REGION	SMT. ALKA SONI

* Additional charge

APPENDIX – B-II

**LIST OF CHAIRMEN 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 PRAKASH CHANDER*	20.12.2004	23.11.2005
9.	SHRI I.M.G. KHAN**	28.11.2005	12.01.2006
10.	SHRI BRAHM DUTT**	13.01.2006	30.10.2006
11.	DR. (SMT.) C T MISRA	30.10.2006	27.10.2008
12.	SMT. VIBHA PURI DAS**	29.10.2008	23.04.2009
13.	SHRI N.K. RAGHUPATHY	24.04.2009	02.03.2013
14.	SHRI A. BHATTACHARYYA	20.03.2013	02.12.2015
15.	SHRI ASHIM KHURANA	09.12.2015	30.09.2019
16.	SMT. SUJATA CHATURVEDI**	04.10.2019	23.10.2019
17.	SHRI BRAJ RAJ SHARMA	24.10.2019	01.05.2020
18.	SMT. SUJATA CHATURVEDI**	23.05.2020	Continuing

* Acting Chairman

** Additional Charge

**LIST OF 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 PRAKASH CHANDER	16.08.2001	15.08.2006
13.	SMT PRATIBHA MOHAN	08.10.2004	07.10.2009
14.	SHRI V. KANNAN	05.05.2008	20.07.2011
15.	SHRI S.K. LOHANI	12.10.2009	11.10.2010
16.	DR. DEO DUTT SHARMA	25.01.2012	06.03.2014
17.	SHRI SANJAY VIKRAM SINGH	20.06.2011	19.06.2016
18.	SHRI C.P. JAIN	07.03.2014	15.12.2016
19.	SHRI MANOJ KUMAR PANDEY	15.07.2016	15.03.2019
20.	SHRI SANJAY VARMA	21.06.2018	17.06.2019
21.	SHRI RAJIV SRIVASTAVA	01.07.2019	Continuing
22.	SHRI ASHOK KUMAR	01.10.2020	Continuing

Name / Pay Level of Various Posts

S. No.	Name of the Post	Pay Level (As per 7th CPC Report)
1.	Chairman	Level-15
2.	Member	Level-14
3.	Secretary-cum-Controller of Examinations	Level-13
4.	Director	Level-13
5.	Deputy Secretary	Level-12
6.	Regional Director	Level-12
7.	Under Secretary / Deputy Director	Level-11
8.	Principal Private Secretary	Level-11
9.	Assistant Director (OL)	Level-10
10.	Accounts Officer	Level-8
11.	Programmer	Level-7
12.	Section Officer / Assistant Director	Level-8
13.	Private Secretary/Stenographer Grade A+B	Level-8
14.	Data Processing Assistant (Grade B)	Level-7
15.	Senior Translator Officer	Level-7
16.	Assistant Section Officer	Level-7
17.	Stenographer Grade 'C'	Level-7
18.	Accountant	Level-6
19.	Research Assistant Gr.I	Level-6
20.	Junior Translator Officer	Level-6
21.	Data Processing Assistant (Grade A)	Level-6
22.	DEO (Grade 'C') / Manager (Canteen)	Level-6
23.	Research Assistant Gr. II	Level-5
24.	Librarian Grade II	Level-5
25.	DEO (Grade 'B')	Level-5
26.	Caretaker	Level-5

STAFF SELECTION COMMISSION

27.	Sr. Secretariat Asstt./Steno Grade 'D'	Level-4
28.	DEO (Grade 'A') /Asstt. Manager-cum-Storekeeper	Level-4
29.	Halwai-cum-Cook	Level-3
30.	Junior Secretariat Asstt./Clerk (Canteen)	Level-2
31.	Staff Car Driver/Asstt. Halwai-cum-Cook	Level-2
32.	MTS	Level-1
33.	Canteen Attendant	Level-1

NOTE : The Posts of Jt. Director (ER), Jt. Director (R&A), Dy. Director (HQ), Finance and Budget Officer and Research Officer Gr.II have been excluded from the statement as these posts have been lying vacant in the Commission for the last 10-15 years.

STAFF SELECTION COMMISSION

Sanctioned Strength of Staff Selection Commission as on 31.03.2021

Group - A

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
1	Chairman	01	-	-	-	-	-	-	-	-	-	01
2.	Member	02	-	-	-	-	-	-	-	-	-	02
3	Secretary-cum-COE	01	-	-	-	-	-	-	-	-	-	01
4	Director	01	-	-	-	-	-	-	-	-	-	01
5	Deputy Secretary	04	-	-	-	-	-	-	01	-	01	06
6	Joint Director (ER)	01	-	-	-	-	-	-	-	-	-	01
7	Joint Director (R&A)	01	-	-	-	-	-	-	-	-	-	01
8	Finance & Budget officer	01	-	-	-	-	-	-	-	-	-	01
9	Regional Director	-	01	01	01	01	01	01	-	01	-	07
10	Deputy Director	01	-	04	02	03	02	02	01	01	01	17
11	Deputy Director (R&A)	01	-	-	-	-	-	-	-	-	-	01
12	Deputy Director (OL)	01	-	-	-	-	-	-	-	-	-	01
13	Under Secretary	17	03	-	-	-	-	-	-	-	-	20
14	Deputy Director (EDP)	02	-	-	-	-	-	-	-	-	-	02
15	Sr. Principal Private Secretary	01	-	-	-	-	-	-	-	-	-	01
16	Principal Private Secretary	03	-	-	-	-	-	-	-	-	-	03
17	Assistant Director (OL)	01	-	-	-	-	-	-	-	-	-	01
	Total	39	04	05	03	04	03	03	02	02	02	67

Group 'B'

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
18	Accounts Officer	-	01	01	01	01	01	-	-	-	-	05
19	Research Officer Gr.II	01	-	-	-	-	-	-	-	-	-	01
20	Section Officer/Asstt. Dir.	29	09	08	06	08	04	04	03	04	03	78
21	Private Secretary (Steno Gr. A+B merged)	08	01	01	01	01	01	01	01	01	01	17
22	Programmer	01	-	-	-	-	-	-	-	-	-	01
23	DPA Grade B	04	-	-	-	-	-	-	-	-	-	04
24	Accountant	01	-	01	01	01	01	01	01	01	01	09
25	Assistant Section Officer	40	10	09	08	07	03	07	03	05	03	95
26	Stenographer Grade 'C'	09	-	-	01	-	01	01	01	01	01	15
27	STO	02	-	-	-	-	-	-	-	-	-	02
28	JTO	01	01	01	01	01	01	01	-	01	-	08
29	Research Assistant Gr. I	02	-	-	-	-	-	-	-	-	-	02
30	Canteen Manager Gr. II	01	-	-	-	-	-	-	-	-	-	01
	Total	99	22	21	19	19	12	15	09	13	09	238

STAFF SELECTION COMMISSION

Group 'C'

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
31	Research Assistant Gr. II	03	-	-	-	-	-	-	-	-	-	03
32	DPA Grade 'A'	11	03	-	-	-	-	-	-	-	-	14
33	Librarian Grade II	01	-	-	-	-	-	-	-	-	-	01
34	DEO(Grade 'C')	03	02	-	-	-	-	-	-	-	-	05
35	DEO(Grade 'B')	07	01	-	-	-	-	-	-	-	-	08
36	Caretaker	01	-	-	-	-	-	-	-	-	-	01
37	Sr. Secretariat Asstt.	08	01	01	01	01	01	01	-	01	01	16
38	Stenographer Grade 'D'	09	01	02	01	02	01	01	01	01	01	20
39	DEO(Grade 'A')	09	01	02	03	01	01	02	01	01	01	22
40	Junior Secretariat Asstt.	01	01	01	01	01	01	01	01	01	01	10
41	Staff Car Driver	03	01	01	01	01	01	01	-	01	-	10
42	MTS	40	09	09	09	11	05	12	05	07	05	112
43	Assistant Manager cum Store Keeper	01	-	-	-	-	-	-	-	-	-	01
44	Coupon Clerk	02	-	-	-	-	-	-	-	-	-	02
45	Halwai cum Cook	02	-	-	-	-	-	-	-	-	-	02
46	Assistant-Halwai-cum-Cook	01	-	-	-	-	-	-	-	-	-	01
47	Canteen Attendant	08	-	-	-	-	-	-	-	-	-	08
	Total	110	20	16	16	17	10	18	08	12	09	236

GROUP /CATEGORY-WISE SANCTIONED STRENGTH

Group	HQ	Regional and Sub-Regional Offices	Total
Group 'A'	39	28	67
Group 'B'	99	139	238
Group 'C'	110	126	236
TOTAL	248	293	541

**REGIONAL AND SUB-REGIONAL OFFICES OF
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 (Prayagraj)	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 (Bengaluru)	01.03.1990
North Western Region (Chandigarh)	16.11.1996

* Separate Regional Office carved out on 26.09.1979

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

Region	Regional Head-quarters	Address	States/ Territories Constituting the Region	Telephone No. of Regional / Sub-Regional Offices
Regional Offices				
Northern Region	Delhi	Staff Selection Commission, Northern Region, Block No. 12, CGO Complex Lodhi Road, New Delhi – 110003.	Rajasthan, Delhi and Uttarakhand	Helpline No. 011-24367526 011-24363343 011-24360944(Fax)
Central Region	Prayagraj	Staff Selection Commission (Central Region), Kendriya Sadan, 34-A, M.G. Marg, Civil Lines, Prayagraj-211001.	Bihar and Uttar Pradesh	Helpline No. 0532-2406000 9452424060 0532 -2970492(Fax)
Eastern Region	Kolkata	Staff Selection Commission, Eastern Region, Nizam Palace, Ist M.S.O. Building, (8th Floor), 234/4, A.J.C. Bose Road, Kolkata – 700020.	Odisha, West Bengal, Sikkim, Jharkhand and Union Territory of Andaman & Nicobar Islands	033-22902230 033-22904424(Fax) Helpline No. 9477461228 9477461229
North Eastern Region	Guwahati	Staff Selection Commission (NER), Housefed Complex, Last Gate-Basistha Road, P.O.Assam Sachivalaya, Dispur, Guwahati-781006	Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura	0361-2228929 0361-2224779(Fax) Helpline No. 9085015252 9531456804
Western Region	Mumbai	Staff Selection Commission (Western Region), 1 st Floor, South Wing, Prathistha Bhavan (Old C.G.O.Building) 101, M.K. Road, Mumbai – 400020	Goa, Gujarat, Maharashtra and Union Territory of Dadra & Nagar Haveli and Daman & Diu	022-22019118, 22018527, 22018521, 23646033, 22018866, 20821040 Helpline No. 9869730700 7738422705

STAFF SELECTION COMMISSION

Southern Region	Chennai	Staff Selection Commission (SR), EVK Sampath Building, 2nd Floor, College Road, Chennai – 600006.	Andhra Pradesh , Telangana, Tamil Nadu and Union Territory of Puducherry	Helpline No. 044-28251139 9445195946
Kerala & Karnataka Region	Bengaluru	Staff Selection Commission (Karnataka-Kerala Region), Kendriya Sadan, E-Wing, Koramangala, Bengaluru – 560034.	Karnataka, Kerala and Union Territory of Lakshadweep	Helpline No. 080-25502520 09483862020
Sub-Regional Offices				
Madhya Pradesh Region	Raipur	Staff Selection Commission (MPR), 5 th Floor, Investment Building, Phase-II, LIC Complex, Padri, Raipur, Chhattisgarh - 492004	Madhya Pradesh and Chhattisgarh	0771-2282678 (Fax) 0771-2282507 0771-2960440
North Western Region	Chandigarh	Staff Selection Commission (North Western Region), Block No. 3, Ground Floor, Kendriya Sadan, Sector - 9, Chandigarh – 160017.	Himachal Pradesh, Haryana, Punjab and Union Territories of Jammu & Kashmir, Ladakh and Chandigarh	0172- 2749378 0172-2742144 (Fax) Helpline No. 0172-2744366

APPENDIX-E

Recruitment to Group “B” Selection Posts from 01.04.2020 to 31.03.2021

Name of Region	Vacancies as per Notice	Candidates recommended							
		UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
CR	5	2	0	1	1	1	0	0	5
ER	13	7	0	0	0	1	0	0	8
NR	28	18	0	5	1	2	0	1	26
NWR	27	15	0	3	1	6	0	1	25
Total	73	42	0	9	3	10	0	2	64

* Ex-servicemen (ESM) and PwD included in their respective categories viz. UR, EWS, SC, ST and OBC.

APPENDIX – E-I

Recruitment to Group “C” Selection Posts from 01.04.2020 to 31.03.2021

Name of Region	Vacancies as per Notice	Candidates recommended							
		UR	EWS	SC	ST	OBC	ESM*	PwD*	Total
ER	69	22	0	32	13	2	6	0	69
MPR	51	38	0	3	0	10	3	0	51
NR	156	62	0	4	13	44	11	6	123
WR	51	37	0	2	1	11	4	0	51
Total	327	159	0	41	27	67	24	6	294

* Ex-servicemen (ESM) and PwD included in their respective categories viz. UR, EWS, SC, ST and OBC.

Visit of Rajasthan Government Committee on 14th January, 2021



Presentation before the Committee on 14th January, 2021



Visit of the Command Centre by the Committee members (14th January, 2021)



**Visit of the members of Rajasthan Public Service Commission on 5th March 2021:
Command Centre**



STAFF SELECTION COMMISSION



STAFF SELECTION COMMISSION

**Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions**

Block No. 12, Kendriya Karyalay Parisar, Lodhi Road, New Delhi