

ANNUAL REPORT 2007-2008

STAFF SELECTION COMMISSION

REPORT FOR THE PERIOD ENDING MARCH 31, 2008

ABBREVIATION USED

AC	Admission Certificate/Acknowledgement Card
AFHQ	Armed Forces Headquarters
ARC	Administrative Reforms Commission
ASSTT.	Assistant
BSF	Border Security Force
CAG	Comptroller & Auditor General
CBI	Central Bureau of Investigation
CE	Central Excise
CGE	Clerks Grade Examination
CGL	Combined Graduate Level
CISF	Central Industrial Security Force
CML	Combined Matric Level
CONF.	Confidential
CPOs	Central Police Organisations
CR	Central Region
CRFS	Central Recruitment Fee Stamp
CRPF	Central Reserve Police Force
CSCS	Central Secretariat Clerical Service
CSSS	Central Secretariat Stenographers Service
DAVP	Directorate of Advertising & Visual Publicity
DD	Deputy Director
DOPT	Department of Personnel & Training
DP	Delhi Police
DS	Deputy Secretary
EDP	Electronic Data Processing
ER	Eastern Region
ER	Examination Reform
EHQ	Examination Headquarters
EXS	Ex-Service Men
FC	Facilitation Counter
HH	Hearing Handicapped
HQ.	Headquarters
IFS	Indian Foreign Service
INV	Investigator
IPOs	Indian Postal Orders
ISTM	Institute of Secretariat Training & Management
IT	Income Tax
ITBP	Indo-Tibetan Border Police
JD	Joint Director

JE	Junior Engineer
JT	Junior Translator
KKR	Kerala Karnataka Region
LDC	Lower Division Clerk
MC	Medical Certificate
MCD	Municipal Corporation of Delhi
MPR	Madhya Pradesh Region
NDMC	New Delhi Municipal Council
NER	North Eastern Region
NOC	No Objection Certificate
NQ	Not Qualified
NR	Northern Region
NWR	North Western Region
OBC	Other Backward Classes
OBC-	CL Other Backward Classes In Creamy Layer
OBC-	NCL Other Backward Classes Not In Creamy Layer
OH	Orthopaedically Handicapped
OMR	Optical Marks Reader
PET	Physical Endurance / Efficiency Test
PH	Physically Handicapped
P&P	Policy & Publicity
PT	Preliminary Test/Personality Test/ Proficiency Test
QPT	Qualified for Personality Test
R&A	Research & Analysis
RD	Regional Director
RHQ	Recruitment Headquarters
R&I	Receipt & Issue
SC	Scheduled Caste
SICPO	Sub-Inspector in Central Police Organisation
SO	Section Officer
SO (A)	Section Officer (Audit)
SO (C)	Section Officer (Commercial)
SPSC	State Public Service Commission
SR	Southern Region
ST	Scheduled Tribe
TREX	Transmission Executive
UDC	Upper Division Clerk
UPSC	Union Public Service Commission
UR	Unreserved
US	Under Secretary
VH	Visually Handicapped
WE	Written Examination
WR	Western Region

STAFF SELECTION COMMISSION
(2007 – 2008)
HEADQUARTERS OFFICE

HON'BLE CHAIRPERSON
HON'BLE MEMBER
MOHAN
HON'BLE MEMBER
SECRETARY-CUM- CONTROLLER

Dr. (SMT.) C T MISRA
I SMT. PRATIBHA

II VACANT
@OF EXAMINATIONS

REGIONAL OFFICES (REGIONAL DIRECTORS)

CENTRAL REGION	SHRI K K SRIVASTAVA, + Dy. DIRECTOR (ADDL. CHARGE)
EASTERN REGION	SHRI A.K. MISHRA ++ SHRI SUBRAT DAS
KERALA-KARNATAKA REGION	SHRI AMOL KAMAT
NORTHERN REGION	SHRI K.K.LAMBA
NORTH EASTERN REGION	SHRI N I LASKER
SOUTHERN REGION	SMT SUBHADRA S.
WESTERN REGION	SHRI AMOL KAMAT # SHRI G. P. AGARWAL # #

SUB-REGIONAL OFFICES (DEPUTY REGIONAL DIRECTORS)

SUB-REGIONAL OFFICE, Madhya Pradesh, Raipur	SHRI S.K. SHUKLA
SUB-REGIONAL OFFICE NORTH-WESTERN REGION, CHANDIGARH	SHRI N.K. VIRDI \$ SHRI NAVEEN SEHGALI \$\$

@	holding additional charge as Secretary
+	till 28.10.2007.
++	w.e.f. 29.10.2007
#	Additional Charge upto 26.08.2007
##	w.e.f. 27.08.2007
\$	upto 25.05.2007(F.N.)
\$\$	w.e.f. 25.05.2007 (F.N.)

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

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

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

Sl. No.	NAME	FROM	TO
1.	SHRI H.N. TRIVEDI	01.11.1976	31.12.1979
2.	SHRI AMAR SINGH	07.01.1980	19.12.1982
3.	SHRI B.R.R. IYENGER	08.03.1983	07.03.1988
4.	SHRI N.K. AGGARWAL	17.07.1986	16.07.1991
5.	SHRI S.N. BAJPE	11.01.1989	22.07.1990
6.	SHRI A. JAYARAMAN	10.10.1990	09.10.1995

7.	SHRI A.K. SINGHAL	01.12.1991	11.01.1993
8.	SHRI GURBACHAN SINGH	05.01.1996	04.01.2001
10.	SHRI D.S. MUKHOPADHYAY	25.02.1999	15.11.2000
11.	SHRI R.K. TANDON	30.03.2001	24.01.2004
12.	SHRI PARKASH CHANDER	16.08.2001	15.08.2006
13.	SMT PRATIBHA MOHAN	08.10.2004	Continuing

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EXECUTIVE SUMMARY

1. The Staff Selection Commission has been entrusted with the duty to make recruitment to Group 'C' (non-technical) and Group 'B' (nongazetted – both technical and non-technical) posts in various Ministries/ Departments of Government of India, its attached and subordinate offices except those for which recruitment is made by the Railway Recruitment Boards and Industrial Establishments. (Chapter II)
2. The task of conducting Departmental Examinations for (i) Promotion from Group 'D' to LDC Grade, (ii) Promotion from LDC to UDC Grade and (iii) Promotion from Stenographer Grade 'D' to Stenographer Grade 'C' has also been entrusted to Staff Selection Commission. The Commission also holds Periodical Typewriting Tests / Shorthand Test in English and Hindi. (Chapter-II)

3. The Staff Selection Commission has a nationwide network of nine Regional/Sub-Regional Offices. While the Regional Offices are located at Allahabad, Bangalore, Chennai, Guwahati, Kolkata, Mumbai and Commission III. Regional Offices/Sub-Regional offices and their operative jurisdiction IV. Name/Pay Scale/Strength of various posts V. Income and Expenditure of the Staff Selection Commission. VI. Abbreviation used New Delhi, two Sub-Regional Offices are located at Chandigarh and Raipur. The Regional/Sub-Regional Offices implement the policies and programme of the Staff Selection Commission which includes holding of Examinations at various centres in the Country, with the help of the State Government Authorities and conducting interview of candidates in Regions. (Chapter-II)

4. Ten All India Open Examinations and three Departmental Examinations were conducted by the Commission during the year 2006-07, in addition to the selections made through interview for certain categories of posts, the details of which are given in Chapter V. (Chapter – IV)

5. A total No. of 21.29 lakhs candidates applied for the ten All India Open Examinations, apart from 44, 141 candidates for Selection Posts and 2495 candidates for Departmental Examinations during the year 2006-07. (Chapter-IV & V)

6. The Commission organized its major examinations through a network of 96 Examination Centres at 614 examination venues in the morning shifts and 575 examination venues in evening shifts. (Chapter- VI)

7. The Commission nominated 1820 candidates for appointment to various posts through All India Open Examinations and 132 candidates against Selection Posts during the year 2006 07. (Chapter-III)

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

CHAPTER-I

EXECUTIVE SUMMARY

1. The Staff Selection Commission has been entrusted with the duty to make recruitment to Group 'C' (non-technical) and Group 'B' (nongazetted – both technical and non-technical) posts in various Ministries/ Departments of Government of India, its attached and subordinate offices except those for which recruitment is made by the Railway Recruitment Boards and Industrial Establishments. (Chapter II)

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

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

New Delhi, and two Sub-Regional Offices are located at Chandigarh and Raipur. The Regional/Sub-Regional Offices implement the policies and programmes of the Staff Selection Commission which include holding of Examinations at various centres of the country, with the help of the State Government Authorities, and conducting interviews of candidates in Regions. (Chapter-II)

4. Seven All India Open Examinations and two Departmental Examinations were conducted by the Commission during the year 2007-08, in addition to the selections made through interview for certain categories of posts, the details of which are given in Chapter V. (Chapter – IV)

5. A total No. of 13,38,136 candidates applied for the seven All India Open Examinations, 23,426 candidates for Selection Posts and 2039 candidates for Departmental Examinations during the year 2007-08. (Chapter-IV& V)

6. The Commission organized its major examinations through a network of 132 Examination Centres at 762 examination venues in the morning shift and 464 examination venues in the evening shift. (Chapter-VI)

7. The Commission nominated 9603 candidates for appointment to various posts through All India Open Examinations and 116 candidates against Selection Posts during the year 2007-08. (Chapter-III)

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

CHAPTER - II

FUNCTIONS AND ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

2.1 FUNCTIONS

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

2.1(A) Also, the Administrative Reforms Commission (ARC), in their Report on Personnel Administration, drew attention to the fact that the bulk of the staff of the Government at the Centre and in the States belonged to Class III and Class IV categories. Referring to the identical nature of qualifications stipulated for entry into such posts in various offices, the ARC advocated pooling of 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, the Government of India decided to constitute the Subordinate Services Commission **vide** the Department of Personnel and Administrative Reforms Resolution No. 46/1/(S)/74-Estt. `B', dated the 4th November, 1975 (Appendix-I).

2.1(B) Accordingly, a Commission was constituted called Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission (SSC) effective from the 26th September, 1977 to make recruitment to various Class III (now Group 'C') (nontechnical) posts in the various Ministries/Departments of the Government of India and in Subordinate / attached Offices . The functions of the Staff Selection Commission have been enlarged from time to time. From May, 1999, this Commission also has taken over the recruitment to all Group 'B' posts (non-gazetted) in the pay scale the maximum of which is less than Rs.10,500 from the Union Public Service Commission. From November 2003, the Central Government has further authorized the Commission to make recruitments to all such Non-Gazetted posts that carry the scale of pay of Rs. 6500-10500/-.

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

(a) To make recruitment to:

- (i) all Group "B" non-gazetted posts carrying the pay scale upto Rs. 6500-10500/- in the various Ministries/Departments of the Government of India and their attached and Subordinate Offices.
- (ii) all non-technical Group "C" posts in the various Ministries/Departments of the Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempted from the purview of the Staff Selection Commission.

(b) To conduct examinations and/or interviews, whenever required, for recruitment to the posts within its purview.

(c) To hold Competitive Examinations for recruitment to :

- (i) the posts of Lower Division Clerks in various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service/Indian Foreign Service (B)/Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service;
- (ii) the posts of Grade C and Grade D Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service(B)/Railway Board Secretariat Service; and Stenographers in the other Departments including Attached and Subordinate offices of the Government of India not participating in the aforesaid Services;
- (iii) the posts of Assistants in various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/IFS(B)/Railway Board Secretariat Service/Armed Forces Head-quarters Civil Service;
- (iv) the posts of Inspectors of Central Excise in different Collectorates of Central Excise; Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax; Preventive Officers and Examiners in different Custom Houses; Assistant Enforcement Officers in Directorate of Enforcement.
- (v) the posts of Sub-Inspectors in Central Bureau of Investigation and Central Police Organization and Sub- Inspectors in Delhi Police , Examination up to year 2004.
- (vi) the posts of Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached/Subordinate Offices of the Government of India.
- (vii) the posts of Junior Hindi Translators / Junior Translators in Government of India.
- (viii) the posts of Section Officer (Commercial Audit) in the office of Comptroller and Auditor General of India.
- (ix) the posts of Section Officer (Audit) in Government of India.
- (x) the posts of Investigators in Government of India.
- (xi) the posts of Junior Engineers (Civil and Electrical) in Central Public Works Department (CPWD) of Government of India.

(xii) The posts of Tax Assistants in different charges of Commissioner of Income Tax / Central Excise.

(d) To hold Departmental Examinations for

(i) promotion from Group "D" to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Head-quarters Clerical Service;

(ii) promotion from Lower Division Clerks to Upper Division Clerks Grade of the Central Secretariat Clerical Service and equivalent in Indian Foreign Service (B) / Railway Board Secretariat Clerical Service/Armed Forces Head-quarters Clerical Service; and

(iii) promotion from Stenographers Grade "D" to Stenographers Grade "C" of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B) / Railway Board Secretariat Stenographers Service/Armed Forces Head-quarters Stenographers Service.

(e) To conduct periodical Typewriting Test in English and Hindi.

(f) To conduct periodical Stenography Test for promotion of LDCs / UDCs to Stenographer Grade 'D'

(g) To prepare schemes for recruitment to all Group "B" Non-Gazetted posts carrying the pay scale upto Rs. 6500-10,500 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;

(h) To conduct examinations/selections for recruitment to all Group "B" Non-Gazetted Posts carrying the pay scale upto Rs. 6500-10,500/- and Group "C" non-technical posts in the Ministries/Departments of the Government of India and their Attached and Subordinate Offices as may be specified by the Government from time to time;

(i) Keeping in view the credibility of this Commission in handling the recruitment for the Government of India, the Andaman & Nicobar Islands Administration approached the Commission through the Department of Personnel, Government of India, for making recruitment to the various posts of LDC / Steno (OG) / Statistical Investigator / Junior Engineers, Dy. Field Officer etc., for them.

The Commission, though pre - occupied with its own examination work an under considerable work pressure has acceded to the request made by the Andaman & Nicobar Administration to hold the aforesaid examinations in order to assist the candidates from the remote Island population. Commission is conducting the whole process of recruitment including the vetting of Notices, fixing up the date(s) of the examination, confirmation of contents and scheme of syllabus for the preparation of Question Papers, evaluation of answer sheets; conducting of Examinations and preparation of final results of the above mentioned examinations.

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

2.2 ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

A Chairman heads Staff Selection Commission with two Members and a Secretary-cum-Controller of Examinations. The sanctioned strength of Commission's staff as on 31.3.2008 was 496 (including its Headquarters at New Delhi & Regional and Sub-Regional offices at

Allahabad, Bangalore, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, Chandigarh and Raipur taken together). Sanctioned strength now consists of 105 Gazetted Officers. Group wise, 42

posts belong to Group A; 163 Group B; 178 Group C and 113 to Group D. Out of the total strength of 496 persons, 223 (44.95 percent) are at the Headquarters.

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

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

2.3 REGIONAL NETWORK

Unlike other Public Service Commissions, **the Staff Selection Commission has a regional network of its own.** This is a unique feature, which has facilitated the forging of effective links, not only with the State Governments, but also with the Central Offices located in the States. The regional network has been of particular relevance in the conduct of the Commission's examinations at different centres.

2.3(A) Para 6 of the Resolution, under which the Staff Selection Commission was constituted, specifically provided: "The Headquarters of the Staff Selection Commission will be at Delhi. Regional / Sub-Regional Offices of the Commission will be opened later at places as and when such necessity arises."

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

The Regional Offices are also responsible to contact the various Government of India offices located in the States of their jurisdiction and collect the vacancies from these departments. These vacancies are collected and intimated by the Regional Offices to the SSC Hqrs.

After declaration of the result by the SSC Hqrs., the Regional Offices are required to allocate the candidates to the user departments as per their requirement intimated to the Regional Offices earlier, after thorough scrutiny. The policy decisions taken by the SSC Hqrs. which govern the recruitment / selection process are implemented by the Regional Offices in-toto.

Examination related operational problems and other related issues, if any, are referred to Hqrs. by the Regional / Sub- Regional Offices. There exists a prompt and smooth communication link among Regional / Sub-Regional Offices and Headquarters.

The jurisdiction of the various Regional / Sub-Regional Offices is as under:-

S. No.	Region	Jurisdiction (States / UTs)
1.	<u>Central Regional Office</u> Allahabad	Uttar Pradesh and Bihar
2.	<u>Eastern Regional Office</u> Kolkata	West Bengal, Orissa, Sikkim and Union Territory of Andaman & Nicobar Islands, Jharkhand (w.e.from 19.6.2007)
3.	<u>Kerala-Karnataka Regional Office</u> Bangalore	Karnataka, Kerala and Union Territory of Lakshadweep
4.	<u>Northern Regional Office</u> New Delhi	NCT of Delhi, Rajasthan and Uttrakhand(w.e.from 19.6.2007)
5.	<u>North-Eastern Regional Office</u> Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura
6.	<u>Southern Regional Office</u> Chennai	Andhra Pradesh, Tamil Nadu and Union Territory of Pondicherry
7.	<u>Western Regional Office</u> Mumbai	Gujarat, Maharashtra, Goa and Union Territories of Dadar & Nagar Haveli and Daman & Diu
8.	<u>Madhya Pradesh Sub-Regional Office</u> Raipur	Madhya Pradesh and Chhattisgarh
9.	<u>North-Western Sub-Regional Office</u> Chandigarh	Jammu & Kashmir, Himachal Pradesh, Haryana, Punjab and UT of Chandigarh

Details regarding date of setting up of Regional offices; their location/address; area of jurisdiction are available in Appendix III.

2.4 EXPENDITURE INCURRED AND FEE CHARGED FROM CANDIDATES

The Commission has its Budget allocation under Major Head "2051" "Public Service Commission; Minor Head 00.103 - Staff Selection Commission". The expenditure in the setting up of any Regional / Sub Regional Offices of the Commission and working of the Commission is met entirely by the Government of India. The Commission, is, however, entitled to collect from the candidates a fee for the various examinations / selections conducted by it. Candidates belonging to SC, ST, PH and EXS category are exempted from payment of any fee. From all others, fee is charged. The Commission, in consultation with the Government of India, determines the details regarding such fee. Major source of income for the Commission is collection of examination fee. The mode of collection of fee is Central Recruitment Fee Stamps (CRFS). These stamps are available at the counter of all Post Offices of the Country. Candidates are required to affix these stamps in the space earmarked for the purpose in the Application Form.

The statement of income and expenditure of the Commission since its inception till date is presented at Appendix-V.

CHAPTER-III

YEAR IN RETROSPECT

3.1 The year 2007-08 was marked by sustained progress and all round streamlining of the examination activities especially result processing of various recruitments by the Commission, both at Headquarters and in the Regions. This process continued to generate a time bound candidate friendly push in experimenting, innovating and refining its tools so as to achieve its targets as well as meet the aspirations of job-seekers and requirements of user Departments.

3.2 The most important item of work of the Commission is holding of Examinations, as per schedule drawn annually. The process requires meticulous planning and elaborate prioritization of the work which takes into consideration the minutest details and close and effective monitoring of the various items of the work besides taking care of examination schedule of various other Recruiting Organisations etc. Seven All India Open Examinations and two Departmental Examinations were held during the year 2007-2008.

3.3 The Directorate of Advertising and Visual Publicity helps the Commission to give wide publicity – intensive as well as extensive – in publishing its all Notices, results and other related information in its Weekly Employment News / Rozgar Samachar. The DAVP also arranges publication of shorter versions of these Notices in the leading Newspapers all over the country in the case of Major examinations. Advertisements relating to Selection Posts are released regionally also in selected dailies of regional importance.

3.4(i) Nearly 13,38,136 applications had been received during 2007-08 for the seven All India Open Examinations.

(ii) During the period under report eight results were declared of Examinations held in the previous year including one from the year under report and 9603 candidates were recommended for appointment from these eight All India Open Examinations and 116 through Selection Posts. This is besides the 904 candidates recommended through Departmental Examinations. The details of Region-wise and Category-wise candidates nominated through All India Open Examinations and against the Selection posts during the year 2007-08 is given hereunder:

REGION-WISE NUMBER OF CANDIDATES RECOMMENDED FOR APPOINTMENT DURING 1.4.2007 TO 31.3.2008 UNDER DIFFERENT CATEGORIES

OPEN RECRUITMENTS

REGION	UR	SC	ST	OBC	Exs	PH	Total
NR	1660	763	456	1275	184	90	4428
CR	1237	248	75	1174	35	77	2846
ER	291	195	56	208	62	17	829
NER	8	16	95	21	5	1	146
WR	76	99	23	90	31	14	333
KKR	37	16	5	71	47	3	179
SR	65	62	10	180	47	12	376
MPR	112	56	11	86	9	6	280
NWR	83	50	10	38	3	2	186
TOTAL	3569	1505	741	3143	423	222	9603

SELECTION POSTS

REGION	UR	SC	ST	OBC	Exs	PH	Total
NR	45	08	04	17	0	02	76
CR	04	01	0	0	0	0	05
ER	02	0	0	0	0	0	02
NER	04	01	02	01	0	0	08
WR	13	01	03	04	0	0	21
KKR	0	0	0	01	0	0	01
SR	01	0	02	0	0	0	03
MPR	0	0	0	0	0	0	0
NWR	0	0	0	0	0	0	0
TOTAL	69	11	11	23	0	02	116

Since the recruitment examinations conducted by the Commission are for middle and subordinate level of posts for which the pay scales and the perquisites are comparatively modest, most of the candidates appearing at these examinations belong to middle and lower income groups and come from rural and semi-urban areas.

The Commission takes note of candidates' socio-economic background and with its candidate friendly approach, tries to reach the candidates by opening centres of examinations as far as possible accessible of the candidates. The examination centres are located at places that have large number of candidates and are well connected through Rail / Road so that the candidates coming from far off rural areas have no problems in reaching their centres.

During the year 2007-08, there was a network of 132 examination centres consisting of 1439 examination venues spread throughout the length and breadth of the Country.

The Commission has examination centres even in Port Blair (A&N Islands), Aizwal (Mizoram). Having regard to the difficult terrain etc. There are 2 Examination centres in Jammu and Kashmir and 14 in the North-East alone. The locations of examination Centre is reviewed constantly and new Centres are added as and when felt necessary.

The Commission have, thus, been making a conscious effort in reaching out to the most difficult places of the country with the objective of tapping the human resources for various posts in the Central Government and providing its services at the door-step of its target group. The Commission is always guided by the spirit of its logo of 'Impartiality' 'Objectivity' and 'Suitability'.

The Commission has devised the following broad-based procedure for monitoring of selection:

- i) Proper evaluation of knowledge, aptitude and skill test are essential for successful performance in each job;

- ii) It is to be ensured that the tools adopted for selection have high degree of reliability and validity;
- iii) The system of recruitment is to be in conformity with the national policies, socio-cultural and economic objectives suiting the organizational needs; and
- iv) Besides being objective and impartial, the selection system as a whole has been envisaged to be capable of speedy implementation with optimal cost effectiveness.

WELFARE OF SC/ST/OBC CANDIDATES

In order to ensure that the quotas reserved for SC/ST/OBC candidates are filled up to the maximum extent and that the SC/ST/OBC candidates take advantage of SSC Examinations, steps, as mentioned below, are taken:

- i) The Commission ensures that there is a wide dissemination of information regarding various recruitments conducted by publishing advertisements in the Employment News and Regional Newspapers with a wide circulation.
- ii) Examination centres are opened in areas having concentration of SC/ST population. A Sub-Regional office of the Commission is also located at Raipur, a belt predominately inhabited by tribal population. These steps were devised to encourage and assist these reserved category candidates to come forward and compete with others belonging to urban and semi-urban areas having more facilities and better infrastructure.

The result of eight Open competitive examinations were declared during this period. The details of SC, ST and OBC candidates nominated in all these eight examinations, as a whole, may be seen in the charts at page and

It may be seen from the statistics provided above that during the period of this report 1505 + 741 + 3143 (total 5389) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment against Open recruitment. This works out to 52% of the total candidates recommended for appointment against Open recruitment.

Likewise, against Selection Posts too, 11 + 11+ 23 (total 45) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment against Selection Posts. This works out to 38.79% of the total candidates recommended for appointment against Selection Posts.

SELECTION OF PHYSICALLY / VISUALLY HANDICAPPED CANDIDATES

While placing requisition with the Commission, the indenting Departments have also to indicate the number of vacancies reserved for Physically Handicapped exclusively. In order to ensure that the vacancies reserved for them are filled to the maximum extent, the Commission have decentralised the processing of their applications at Regional/Sub-Regional level and delegated various powers to the Regional Directors/Sub-Regional Deputy Directors so that bottlenecks prevailing in getting

medical clearance/certificates, regarding the extent of physical disability are removed and clearance obtained at the earliest. Furthermore, a close monitoring is done by the Commission at the Headquarters to ensure that the eligible candidates are nominated against the vacancies so identified/notified for this category, at the earliest and all the posts reserved for physically handicapped are filled.

STRENGTHENING OF EXAMINATION ADMINISTRATION

Due to qualitative change in the nature & composition of the clientele of the Commission, the main concern of the Commission is to conduct the examinations successfully and incident free at all the centres. Since the number of posts available is limited, the competition has become fierce leading sometimes to display and use of unfair means by some for personal achievements. The Commission has been making concerted efforts to see that such unhealthy practices are nipped in the bud. The system of appointing Invigilators, Supervisors and Inspecting Officers for the venues of the examinations has been strengthened. Each information/complaint received regarding adoption of any unfair means, is promptly looked into, investigated to its logical end and stringent / necessary action taken against the culprits, where ever required. Commission not only cancels the candidature of such candidates but also debar them from its future examinations. As a result of stepping up vigilance, strengthening supervision, specialized screening of handwriting of doubtful cases by the office of the Examiner of Questioned Documents and requisite help from the State Governments and District Administration, salutary effects have been noticed towards holding of free and fair examinations.

STRUCTURED PERSONALITY TEST

For evaluating the personality traits of the candidates appearing for some of the recruitments where the incumbents to the posts are more likely to come into contact with the public at large or required to display special characteristics such as integrity and creativity; notable among the former category being recruitments such as Inspectors of Income Tax/Central Excise etc., and Sub Inspector of CBI and CPO's, the Commission have made special efforts to ensure that prejudice and biases do not colour the assessment of the individual's personality traits. Moreover, the candidates called for interview/personality test, are informed well in advance through interview call letters about the scope of such interview in broader terms in order to provide opportunity to the candidates to prepare themselves properly. Selection of experts and advisors with appropriate and requisite professional qualifications and expertise in the relevant field is greatly emphasized. Uniformity of approach among various interview boards for one category of posts on one hand and on the other, uniformity of approach for different categories of posts has been ensured by introducing structured personality test. Moreover, the Commission keeps reviewing these guidelines on regular basis so as to ensure that they meet the test of time, as well as judicial scrutiny, if any.

ADVISORY ROLE OF THE COMMISSION

Wherever it is noticed that the recruitment rules are rigid and unrealistic or have become redundant due to higher educational background of the candidates, the Commission have been suggesting necessary amendments in the rules so as to attract the best available talents for the posts. Similarly, Commission has also been suggesting amalgamation and rationalization or clubbing of posts which are similar if not identical in pay scales and other service conditions. The Commission also suggest

to indenting departments to simplify the essential qualification clause in the respective recruitment rules in order to make the selection process more practicable and remove anomalies or unnecessary complication or ambiguity in the essential qualification requirements, vagueness in the matter of experience, length of service etc. As a result of this exercise, the Recruitments Rules for some of the post were modified by the Concerned Ministry/Department controlling the cadre, removing certain ambiguities regarding educational qualifications/experiences etc.

OPTICAL MARK READING (OMR) SYSTEM

For evaluation of answer scripts of objective type Question Papers, Optical Mark Reading System (OMR) is being used by the Staff Selection Commission in all its examinations. For the period 1.4.2007 to 31.3.2008 evaluation of scripts of objective type Question Papers was done on OMR system in respect of the following major examinations:-

<u>S.No.</u>	<u>Name of Examination</u>
1.	Statistical Investigator Examination, 2007
2.	S.O.(Commercial Audit) Examination, 2007
3.	Dy. Field Officer (Telecom) Examination, 2007
4.	Tax Assistant Examination, 2007
5.	CPO (SI) Examination, 2007
6.	Section Officer (Audit) Examination, 2007
7.	Combined Matric level (Prelim) Examination, 2008

In this system, responses to questions are immediately and accurately captured. Also the time taken for processing of results gets considerably reduced. Speed and accuracy is the basic feature of OMR based evaluation.

QUESTION BANK PROJECT

(i) The Staff Selection Commission have developed a Question Bank which contains standard questions on all the topics, that are to be covered in objective type Examinations conducted by the Commission. For resourcing the Question Bank and to facilitate paper setters in selection of good quality and standard questions, Commission organizes Question Bank Projects workshops on different Subjects / Component of testing i.e. General Intelligence & Reasoning, General Awareness, Arithmetic & Numerical Ability, Comprehension & Writing Ability in English and Comprehension & Writing Ability in Hindi Language.

(ii) In these workshops, organized in different parts of the country, a large No. of Academicians, Scholars, Professors, Readers & Experts on Objective Testing Techniques are invited from various Universities/ Institutions to participate & contribute in these workshops. Commission also nominates eminent educationists &

Specialists in the respective fields as Resource Faculty members for these Workshops.

(iii) In the Briefing Session of the Workshop, Item Writers are introduced with the theme of objective testing and various techniques for writing good quality questions. In this session, item-writing exercise is conducted and group discussion held on general guidelines issued by the Commission for constructing multiple choice question items. Queries raised by the participants are also replied to by Resource Faculty Members in the Briefing Session of the workshop.

(iv) In the two day Main Session of the workshop, several groups are formed for discussion and group validation of question items submitted by the Item Writers. The process includes scrutiny of each Question regarding its thematic contents, language or wordings, difficulty level, responses and time disposition etc. The designated Coordinators coordinate the groups. The Resource Persons and Senior Officers of the SSC (HQ) and Regional Office of Staff Selection Commission supervise the Group discussion and other workshop activities.

(v) During the period under report two Question Bank workshop were organized. The first Workshop was held at Kolkata on General Awareness (Science component) during the period 22nd & 23rd November, 2007. The second Question Bank Workshop on General Awareness (Humanities component) was held at Chennai during the period 8th & 9th January, 2008.

WORKSHOP ON STENOGRAPHY TEST

Skill Test on Stenography (Shorthand Test) is a vital component in the Scheme of the Recruitment of Grade `D' and Grade `C' Stenographers.

For Grade `D' Stenography Test candidates are given one dictation in English or in Hindi at the speed of 80 words per minute for 10 minutes. The candidates who opt to take the Shorthand Test in English are required to transcribe the matter in 65 minutes and the candidates who opt to take the test in Hindi are required to transcribe the matter in 75 minutes.

The Shorthand Test for Grade `C' Stenography comprises one dictation at 100 words per minute for 10 minutes. The candidates who opt to take the Shorthand Test in English are required to transcribe the matter in 50 minutes. Those candidates who opt for Hindi Stenography Test are given dictation at the speed of 100 words per minutes for 10 minutes and they are required to transcribe the same in 65 minutes.

For the Shorthand test, Commission appoints a Dictator who gives dictation, a Text Checker who listens the dictation given and compares it with the same passage available with him and records his observations regarding dictation, mis-pronounced words, words left out / repeated and so on. The Commission also appoints a Time Keeper who records time disposition/speed of the read passage. These three form a team. Therefore, their professional competence bears special importance with regard to test administration. The qualitative aspect of the Stenography Skills are standardised to ensure accuracy and uniformity in application through workshops organized & held from time to time, at Regional Hqrs.

The workshop enables Regional and Sub-Regional offices to empanel good quality Dictators, Text-Checkers and Timekeepers who can render services for the Commission as and when required. The services of these empanelled Dictators, Text Checkers and Timekeepers were utilized in different Regions/Sub-Regions of the Commission during the period under report. The Commission maintains a panel of Dictators, Test Checkers and Time Keepers of conduct of the examinations. ***As and when need arises, Workshops are conducted to update the panel of dictators.***

REGIONAL DIRECTORS' MEETING

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

During the period of this report, one Regional Directors' Meeting was held on 12th & 13th March, 2008.

INFORMATION & FACILITATION COUNTER

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

- (ii) General assistance to all visiting candidates regarding various queries on already held and forthcoming examinations apart from providing inter-link between officers of SSC and candidates- if need be.
- (iii) Receipt of application form for all examinations for Northern Region and issuing acknowledgements for the same.
- (iv) Issue of Duplicate Admission Certificates to candidates (after verification) in case of its non-receipt of candidates falling within the jurisdiction of Northern Region.
- (v) Information of various sorts through Telephone No. 24363343 installed at the Facilitation Counter.
- (vi) Information relating to declared results across the Counter for all Examinations of SSC-General & Departmental candidates appearing all over India.
- (vii) Providing of dropping box for applications after office hours/holidays.
- (viii) Seating arrangements of candidates for writing applications/waiting Hall etc.
- (ix) Counter of received applications/fee under Right to Information Act.

The approximate figures of cases handled at the Facilitation Counter during 1.4.2007 to 31.3.2008 are as under:-

1. Telephone enquiries handled during the year 25,000 approx.

2. Personal enquiries including issue of Duplicate Admission Certificates 18,000 approx.
3. Application received at Counter during the year is 45,000 approx.

The website named <http://www.ssc.nic.in> of Staff Selection Commission has already been indexed for use by candidates and others.

COMPUTERISATION OF SSC HEADQUARTERS

During the year 2007-08, the web-site of the SSC (HQ) was revamped with many new features which may be useful for the candidates of various examinations conducted by Staff Selection Commission. The facilities provided by the web-site includes the examination schedule for the given year and the notice of examinations including downloadable application forms. The most desirable feature of the web-site is the availability of the results of all the examinations at various stages. The frequently asked questions (FAQ) section provides answers to the general doubts arising in the minds of the candidates.

HANDBOOK OF PROCEDURES

As a progressive recruiting organization, committed to maintenance of the highest standards of integrity, impartiality and objectivity in selection of candidates, the Commission have been engaged in a continuous reassessment of its procedures and reappraisal of its functioning. Pursuant to these objectives, the Commission simplified, synthesized and rationalized many of the examination schemes and interview procedures/guidelines. For the purpose, the SSC has been bringing out "Hand Book of Procedure" for the use of its officers and staff to ensure uniformity as well as to avoid the use of discretions as far as possible.

The Handbook of Procedures of Staff Selection Commission, an internal guide for staff, is a very useful compendium of all rules, procedures and guidelines relating to various activities of the Commission. The first Handbook of Procedures in two Volumes was released in May 1985. Since then, a lot of changes have taken place in the Examination system and procedures, mainly due to introduction of three-tier Combined Preliminary and Main Examinations for Matric Level and Graduate Level Posts/Services, delinking of Central Police Organisations (Sub Inspectors) Examination from Combined Graduate Level Examination and holding of separate Examination for these Services, etc. As a result, some of the formats and procedures outlined in the earlier Handbook of Procedures became outdated.

Moreover, with the issue of the Resolution dated 21st May, 1999 by DOPT recasting the powers and functions of the Staff Selection Commission, the necessity of bringing out a new Handbook was greatly felt. Therefore a revised and updated edition of the Handbook has been brought out on 30th April 2003.

STEPS TAKEN TO REDUCE THE TIME LAG IN THE

SELECTION PROCESS

1. In view of the enormous magnitude of work involved in processing of nearly 20 lakh applications annually with optimum efficiency and accuracy in a time bound manner, reducing the time lag at

every stage of the examination process, has been an important area of concern for the Commission. In order to address this issue, at every stage of the recruitment process, efforts have been made to speed up the selection process by adopting various advanced techniques and procedures (viz, speedy scanning of the particulars of the candidates who appear for the Commission's examinations and also for expeditious evaluation of the Optical Mark Reade (OMR) based Answer Scripts). The Commission constantly monitors and reviews the matter through various measures devised by it and strives to effect further improvement in the existing examinations process within its limited resources and constraints.

2. The Commission has taken an important decision to henceforth publish a standardized common Notice, covering both the Preliminary and the Main part of the Examination in the Combined Graduate level Examination and the Combined Matric Level Examination respectively, containing all relevant information of the examinations. This will immediately shorten the intervening time period between the examinations by *four-five months* as Notices will not be issued separately first for the Preliminary Examination and later on for the Main Examination. This will mean a speedy processing and declaration of the results.

3. The Commission is further contemplating to conduct the Physical Efficiency Test(PET) and the Medical Examination of the candidates simultaneously in the recruitment process of the Sub-Inspectors in the Central Police Organisations, viz, ITBP, BSF, CISF, CRPF and SSB so that the intervening time period could further be reduced by *three to four months* and the declaration of the results could be expedited.

4. These actions would go a long way in ensuring proper optimization of the examinations schedule of the Commission.

New initiatives

Introduction of OMR/OCR based common Application Form for SSC examinations including selection posts.

At present Application Forms format is a part of Notice of Examination being published in Employment News in English/Hindi version. Candidates are required to fill up the application form taken from Employment News or form printed in the market. SSC has no role to play in the sale of application form. Candidates send their application to concerned Regional Director along with self addressed post card with a stamp of Rs.6/- for acknowledgment and self addressed envelope with a stamp for Admit Card. Data entry of applications is made manually on the computers through Data Processing Agency for issue of admit card by Regional Offices, result processing and nomination to user departments. The present system of manual data entry is a time consuming process and there is always chance of error in data even by using double data entry and error generation technique.

With a view to reduce data processing time and error free data, OMR/OCR application form with bar code for application form no. is proposed to be designed for all examinations conducted by Staff Selection Commission in future, which would also cater the requirement of applications of selection posts.

Computerization : The Staff Selection Commission has taken up a number of initiatives to make use of Information Technology. One of the most important steps taken by the Commission, is to update its Electronic Data Processing Unit with the latest technology with the help & guidance of National Information Centre. The National Information Centre is developing Software for expediting the results' processing of all the examinations conducted by the Commission. Besides this, the Commission has provided computers to all the branches/units of the Commission and is also contemplating to provide Internet facilities at the level of the Section Officers. Hindi software has also

been provided to do the official work in Hindi. All the Regional Directors / Dy. Regional Directors have also been advised to make extensive use of computers for their official work in their regions and upgrade the technology, accordingly.

Modernization : The Commission has initiated steps for modernization of the entire Office of the Commission's HQ., including Examination Halls of the Commission, which will have all the facilities of latest technology, computer infrastructure, coverage of CCTVs and also modern work station with space for computers and modular furniture, to make a healthy work environment for the officers and employees working in various Branches/Units of the Commission, so that maximum output relating to official work can be obtained from the concerned Officers & Staff. Besides this, steps are also being taken to fully renovate the Facilitation Centre of the Commission, which will be candidates friendly and to provide information relating to results and other matters relating to examinations with the help of computers. Similar activities are being carried out at the Regional Offices by shifting some of the offices to more conducive locations.

RTI : Since the enactment / introduction of the RTI Act, Commission is providing information to the candidates/applicants, as requested by them. The Commission has opened a Facilitation Counter at SSC (HQ) for receiving the applications and appeals from the applicants. Commission is doing its best to provide information sought by the candidates to the extent possible. Commission is also providing the cut-off marks and marks obtained by the candidate. In addition to this, the

Commission is also contemplating to put the cut off marks and marks obtained by candidates on the WEBSITE of the Commission in near future with the help of the NIC, who are in the process of updating the programmes. This will obviate the requests of candidates who are now filing application under RTI Act, 2005, to know their marks etc. Once, the website is updated, candidates will be in a position to know their marks by feeding his/her roll number and date of birth. During the period 1.4.2007 to 31.3.2008, Commission received 1434 applications which were disposed of. Out of these, in only 80 cases, appeals were preferred, which too were attended to.

CHAPTER-IV

RECRUITMENTS CONDUCTED AND SELECTION MADE DURING THE YEAR 2007-08

Holding of Examinations, as per schedule drawn, processing of the results and nomination are the most important items of work of the Staff Selection Commission. The process requires elaborate preparatory work and meticulous planning which should take into consideration the minutest details and careful monitoring of all the items of work involved in the process, and also providing for various contingent factors.

During the year 2007-08, the Commission conducted seven open examinations and two departmental examinations.

The total number of applications handled in respect of seven open examinations conducted during the period under reference, with the date of examination, is given below in a tabular form.

TOTAL NUMBER OF CANDIDATES WHO APPLIED	13594	8991	4124	12387	78	95	39269
NO: OF CANDIDATES CALLED FOR INTERVIEW	162	52	23	158	04	05	404
FINALLY RECOMMENDED	33	23	8	39	4	1	108

Jr. Engineer (C&E) Examination, 2005.
Date of declaration of result : 16.5.2007.

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	3	2	-	3	-	-	8
ER	10	2	1	7	-	-	20
KKR	4	-	-	2	1	-	7
MPR	1	3	-	-	-	-	4
NR	7	11	3	10	-	1	32
NER	-	-	-	-	-	-	-
NWR	-	-	2	-	1	-	3
SR	5	2	1	14	2	-	24
WR	3	3	1	3	-	-	10
TOTAL	33	23	8	39	4	1	108

2. Tax Assistant Examination, 2006

Date of declaration of result:25.5.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	68230	53760	22344	50197	3586	4523	194531
NO: OF CANDIDATES CALLED FOR SKILL TEST	7167	2414	1329	4472	642	426	16450
FINALLY RECOMMENDED	1250	668	216	1172	128	81	3515

Tax Assistant Examination, 2006
Date of declaration of result: 25.5.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	534	116	20	540	9	32	1251
ER	176	132	29	135	28	13	513
KKR	21	7	2	41	34	2	107
MPR	35	28	2	34	1	4	104
NR	385	245	85	250	14	11	990
NER	3	10	60	12	2	-	87
NWR	27	19	1	18	1	1	67
SR	34	42	4	104	27	10	221
WR	35	69	13	38	12	8	175
TOTAL	1250	668	216	1172	128	81	3515

3. Statistical Investigator Examination, 2006
Date of declaration of result: 20.6.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	8099	3787	1954	4946	59	392	18786
NO: OF CANDIDATES CALLED FOR INTERVIEW	45	16	04	30	-	-	95
FINALLY RECOMMENDED	12	2	1	12	-	-	27

Statistical Investigator Examination, 2006
Date of declaration of result: 20.6.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	3	-	-	6	-	-	9
ER	3	1	1	1	-	-	6

KKR	-	-	-	-	-	-	-
MPR	-	-	-	-	-	-	-
NR	6	1	-	5	-	-	12
NER	-	-	-	-	-	-	-
NWR	-	-	-	-	-	-	-
SR	-	-	-	-	-	-	-
WR	-	-	-	-	-	-	-
TOTAL	12	2	1	12	-	-	27

4. Section Officer (Commercial Audit) Examination, 2006
Date of declaration of result:18.7.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	24845	11770	3654	12007	67	1065	35407
NO: OF CANDIDATES CALLED FOR INTERVIEW	157	44	21	80	-	10	312
FINALLY RECOMMENDED	43	15	07	31	-	04	100

Section Officer (Commercial Audit) Examination, 2006
Date of declaration of result: 18.7.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	16	2	-	12	-	2	32
ER	08	1	1	2	-	-	12
KKR	-	1	-	1	-	1	3
MPR	-	-	-	-	-	-	-
NR	17	9	2	11	-	1	40
NER	1	-	2	-	-	-	3
NWR	-	1	1	1	-	-	3
SR	-	-	1	1	-	-	2
WR	1	1	-	3	-	-	5
TOTAL	43	15	7	31	-	4	100

5. Section Officer (Audit) Examination, 2006
Date of declaration of result: 30.7.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	74292	47910	20995	50171	1152	3201	193368
NO: OF CANDIDATES CALLED FOR INTERVIEW	378	114	60	205	2	30	789
FINALLY RECOMMENDED	104	39	19	83	-	05	250

Section Officer (Audit) Examination, 2006
Date of declaration of result: 23.7.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	34	4	2	35	-	3	78
ER	11	11	7	14	-	1	44
KKR	-	2	-	-	-	-	2
MPR	7	4	-	3	-	-	14
NR	39	8	6	23	-	1	77
NER	-	1	4	1	-	-	6
NWR	4	4	-	1	-	-	9
SR	1	1	-	2	-	-	4
WR	8	4	-	4	-	-	16
TOTAL	104	39	19	83	-	5	250

6. Combined Graduate Level Examination, 2005
Date of declaration of result:13.12.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	251627	123832	50590	189613	7761	23320	646743
NO: OF CANDIDATES CALLED FOR INTERVIEW	19894	541	692	1150	15	03	4385
FINALLY RECOMMENDED	1044	425	299	831	132	80	2811

Combined Graduate Level Examination, 2005
Date of declaration of result: 13.12.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	448	93	39	433	23	37	1073
ER	72	46	15	36	26	3	198
KKR	5	3	1	7	10	-	26
MPR	60	16	7	29	7	2	121
NR	378	221	206	249	37	29	1120
NER	1	2	18	5	2	1	29
NWR	38	19	2	8	-	1	68
SR	23	11	4	35	14	2	89
WR	19	14	7	29	13	5	87
TOTAL	1044	425	299	831	132	80	2811

7. CPOs (SI) Examination, 2006 Date of declaration of result: 20.12.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	44516	13866	7337	16619	1179	-	82338
NO: OF CANDIDATES CALLED FOR INTERVIEW	776	117	144	413	66	-	1516
FINALLY RECOMMENDED	302	77	63	261	34	-	737

CPOs (SI) Examination, 2006 Date of declaration of result: 20.12.2007

REGION-WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	195	27	13	136	3	-	374
ER	5	1	1	10	6	-	23
KKR	-	2	2	6	2	-	12
MPR	6	3	1	15	1	-	26
NR	76	28	31	59	13	-	207
NER	1	3	10	3	-	-	17
NWR	10	6	4	8	1	-	29
SR	-	2	-	13	2	-	17
WR	9	5	1	11	6	-	32

TOTAL	302	77	63	261	34	-	737
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8. **Jr. Engineer (C&E) Examination, 2007,**
Date of declaration of result: 31.12.2007

	Gen	SC	ST	OBC	EXs	PH	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	9434	9036	2756	8522	523	494	29748
NO: OF CANDIDATES CALLED FOR INTERVIEW	250	123	58	214	17	19	681
FINALLY RECOMMENDED	40	29	14	56	09	05	153

Jr. Engineer (C&E) Examination, 2007
Date of declaration of result: 31.12.2007

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
CR	4	4	1	9	-	3	21
ER	6	1	1	3	2	-	13
KKR	7	1	-	14	-	-	22
MPR	1	1	-	5	-	-	7
NR	13	14	10	10	4	1	52
NER	2	-	1	-	1	-	4
NWR	4	1	2	-	-	-	7
SR	2	4	-	11	2	-	19
WR	1	3	1	2	-	1	8
TOTAL	40	29	14	56	9	5	153

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

	DEPARTMENTAL EXAMINATION, 2007	DATE OF EXAMINATION	NO: OF CANDIDATES APPLIED
1	Grade 'C' Stenographers Ltd. Departmental Competitive Exam.2007..	1.7.2007	933
2	Clerks Grade Departmental Examination (for Group `D' Staff only), 2007.	23.12.2007	1106
	Sub Total		2039
	Grand Total		13,40,175

Further details regarding the above two Departmental Examinations conducted are as below:

1. GRADE "C" STENOGRAPHERS LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2007.

The Notice for the Grade "C" Stenographers Limited Departmental Examination, 2007 was issued on 3.3.2007 and closing date of receipt of the applications was 05.4.2007. A total of 933 candidates applied for this examination. The Examination was held on 01.07.2007. Final result of the examination is awaited.

3. CLERKS GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION 2007 (FOR GROUP "D" STAFF ONLY)

The Notice of this examination was issued on 06.10.2007 and the last date for receipt of application was 08.11.2007. A total of 1106 candidates applied for this examination. The examination was held on 23.12.07. Final result of the examination is awaited.

BI-MONTHLY TYPEWRITING TEST

The Commission is also conducting typewriting test on bi-monthly basis in respect of Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) etc. working in Ministries, Attached and Subordinate Offices of Government of India for the purpose of drawl of increments / quasi-permanency and confirmation in the grade. Bi-monthly typewriting test is held at Delhi centre only. The statement below shows the number of qualified candidates on the basis of results of Bi-monthly typewriting tests held during the year 2007-08:

BI-MONTHLY TYPEWRITING TEST

Months when Typing test held	Total No. of candidates Registered	No. of candidates qualified

May, 2007	44	07
July, 2007	44	02
September, 2007	37	03
November, 2007	57	06
January, 2008	28	02
March, 2008	32	02

STENOGRAPHERS GRADE “D” (SIX MONTHLY) DEPARTMENTAL EXAMINATION, 2006.

In addition to the above mentioned departmental examinations, the Stenographer Grade “D” (Six Monthly)

Departmental Examination was also held in June, 2007 and December, 2007. The details of which is given below:-

The Stenographers Grade “D” (Six Monthly) Departmental Examination, June, 2007 was held on 7th & 8th July, 2007. A total of 143 candidates applied for this examination.

The Stenographers Grade “D” (Six Monthly) Departmental Examination, December, 2007 was held on 29.12.2007. A total of 52 candidates applied for this examination.

QUARTERLY TYPING TEST DURING THE PERIOD FROM 1.4.2007 to 31.3.2008

The applicants for the Quarterly Typing Test during the period from 1.4.2007 to 31.3.2008 (at Moffusil Centre – Jaipur) may please be treated as “NIL”.

CHAPTER –V

Recruitment to Isolated Posts (Selection)

5.1. In addition to the regular All India Open Competitive Examinations, the Staff Selection Commission makes recruitment to isolated Group `C` Non-Technical and Group `B` Selection Posts for various departments. Such vacancies are not regular in nature.

5.2. The selection process adopted by the Commission for recruitment to Selection Posts includes the following elements:

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

5.3. In order to appoint right candidates for the right job according to the job requirements, the Staff Selection Commission had made the interview process more effective, uniform and objective taking into account the diverse socio-economic society; and regional and cultural profile of the area in different parts of the country with a view to improve the efficacy, reliability and validity of the interview process. With a view to rule out any scope for bias against candidates belonging to any particular

caste, the Commission has taken the decision not to disclose the category of the candidate to the Interview Board.

The Scheme of All India Open Competition Examination contains the following elements depending upon the post for which recruitment is made:-

1. Written Examination only
2. Written Examination and interview (for those candidates who qualify in the written examination.)
3. Written Examination and Skill Test
4. Written Examination, Physical Endurance Test & Medical Examination followed by interview.

The Commission also conducts an OMR based Preliminary Examination for Combined Matric Level and Combined Graduate Level Examinations. Candidates short-listed on the basis of the results of the Preliminary Examination are called for the main examination separately for each post. The Scheme of recruitment to Selection Post is given the Chapter-V.

The Scheme of All India Open Competition Examination contains the following elements depending upon the post for which recruitment is made:-

- i) Written Examination only
- ii) Written Examination and interview (for those candidates who qualify in the written examination.)
- iii) Written Examination and Skill Test
- iv) Written Examination, Physical Endurance Test & Medical Examination followed by interview.

The Scheme of recruitment to Isolated Post (Selection) is given in the Chapter-V.

Annexure “B”

DETAILS OF GROUP 'B' NON-GAZETTED SELECTION POSTS FOR WHICH RECRUITMENT WAS CARRIED OUT BY THE COMMISSION FOR THE PERIOD 01.04.2007 TO 31.03.2008

Northern Region, New Delhi

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	80	30	1937	224	126	11
SC	12	06	727	83	38	03
ST	10	04	181	14	07	-
EXS	-	-	27	4	03	-
PH	03	03	74	17	08	01
OBC	38	11	892	127	47	04
TOTAL	143	54	3838	469	229	19

Eastern Region, Kolkata

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	09	02	36	25	15	02
SC	03	-	03	01	-	-
ST	-	-	-	-	-	-
EXS	-	-	-	-	-	-
PH	-	-	03	-	-	-
OBC	-	-	07	02	01	-
TOTAL	12	02	46	28	16	02

Western Region, Mumbai

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	-	-	-	-	-	-
SC	01	01	21	18	11	01
ST	-	-	-	-	-	-
EXS	-	-	-	-	-	-
PH	-	-	-	-	-	-
OBC	-	-	-	-	-	-
TOTAL	01	01	21	18	11	01

Annexure "A"

**CATEGORY-WISE NUMBER OF SELECTION POSTS ADVERTISED DURING THE PERIOD
01.04.2007 TO 31.03.2008.**

GROUP 'B' POSTS (NON GAZETTED) Number of vacancies category-wise

S.No.	Name of the Post & Scale of	Ge n	SC	S T	Ex.S	PH	OB C	Tota l
Northern Region								

1.	Chemist Rs.5500-9000	02	-	-	-	-	-	02
2.	Scientific Asstt(Chemical) Rs.6500-10500	-	02	02	-	01	02	07
3.	Tech. Asstt(Advt) Rs.5500-9000	01	-	-	-	-	-	01
4.	Jr. Gd. Of Indian Inf. Service Rs.5500-9000	26	03	03	-	-	18	50
5.	Data Processing Asstt. Gd.A 5500-9000	04	01	-	-	-	02	07
6.	Sr. Geographer Rs.6500-10500	06	01	--	-	-	02	09
7.	Geographer Rs.5500-9000	08	01	-	-	-	02	11
8.	Sr. Translator Rs. 6500-10500	01	-	-	-	-	-	01
9.	Asstt(Legal) Rs.6500-10500	01	-	-	-	-	-	01
10.	Jr. Scientific Asstt. Rs.5500-9000	02	-	-	-	-	01	03
11.	Sr. Tech Asstt.(Ele Discipline) Rs.6500-10500	07	-	01	-	-	03	11
12.	Sr. Tech Asstt.(CAD) 5500-9000	01	-	-	-	-	-	01
13.	Scientific Asstt.(Mechanical) Rs.6500-10500	01	-	01	-	-	-	02
14.	Scientific Asstt. (non-dust) Rs.6500-10500	01	-	-	-	-	-	01
15.	Scientific Asstt. (Phy.Civil) Rs.6500-10500	01	-	-	-	-	-	01
16.	Research Asstt. Rs.5500-9000	01	01	01	-	-	-	03
17.	Wireless Officer Rs.5500-9000	08	01	01	-	-	04	14
18.	Data processing Asstt Gd.A Rs. 5500-9000	09	02	01	-	02	04	18
Eastern Region								
19.	Legal Asstt. Rs. 5000-8000	02	-	-	-	-	-	02
20.	Statistical Investigator Rs 5000-8000	07	03	-	-	-	-	10
Western Region								
21.	Senior Technical Assistant Rs.5500-9000	-	01	-	-	-	-	01

Annexure “B”

DETAILS OF GROUP ‘C’ POSTS (NON GAZETTED) WHERE RECRUITMENT HAS BEEN CARRIED OUT DURING THE PERIOD 01.04.2007 TO 31.03.2008.

Kerala – Karnataka Region, Bangalore

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	19	01	254	151	85	-
SC	-	-	119	52	19	-
ST	02	-	41	29	13	-
EXS	-	-	17	02	01	-
PH	01	-	10	04	04	-
OBC	04	01	159	106	55	01
TOTAL	25	02	600	326	172	01

Southern Region, Chennai

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	04	01	43	04	04	01
SC	01	-	07	-	--	-
ST	03	02	29	07	05	02
EXS	-	-	-	-	-	-
PH	-	-	-	-	-	-
OBC	01	-	80	-	-	-
TOTAL	19	03	159	11	09	03

North West Region, Chandigarh

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	03	-	80	-	-	-
SC	-	-	-	-	--	-
ST	01	-	25	-	-	-
EXS	-	-	-	-	-	-
PH	-	-	-	-	-	-

OBC	02	-	45	-	-	-
TOTAL	06	-	150	-	-	-

Northern Region, New Delhi

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	38	34	2909	241	168	34
SC	06	06	2055	188	48	05
ST	05	05	332	47	14	04
EXS	-	-	119	-	-	-
PH	01	01	233	10	07	01
OBC	19	15	1514	135	88	13
TOTAL	69	61	7162	621	325	57

North Eastern Region, Guwahati

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	17	04	205	28	11	04
SC	02	01	65	16	10	01
ST	02	02	51	22	11	02
EXS	-	-	09	01	-	-
PH	-	-	-	-	-	-
OBC	02	01	91	33	12	01
TOTAL	23	08	421	100	44	08

Eastern Region, Kolkata

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	09	-	-	-	-	-
SC	02	-	-	-	-	-
ST	-	-	-	-	-	-
EXS	-	-	-	-	-	-
PH	-	-	-	-	-	-
OBC	02	-	-	-	-	-
TOTAL	13	-	-	-	-	-

Central Region, Allahabad

There was no Advertisement during the period under reference. However interviews were conducted pertaining to Advertisement of previous year.

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	02	02	1726	27	08	02
SC	-	-	373	03	03	01
ST	-	-	-	-	-	-
EXS	-	-	-	-	-	-
PH	-	-	--	-	-	-
OBC	-	-	--	-	-	-
TOTAL	02	02	2099	30	11	03

Western Region, Mumbai

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	16	06	2445	162*	66#	13
SC	02	-	3706	57*	11#	-
ST	03	-	566	37*	20#	3
EXS	-	-	11	2*	01#	-
PH	03 (2-OBC, 1-UR)	02 (1-OBC, 1-UR)	317	12*	04#	-
OBC	07		1846	84*	37#	4
TOTAL	28	24	8891	354	139	20

*includes 67-UR, 53-SC, 19-ST,46-OBC. PH-6, EXs-01 called for Skill Test/Common Screening Test.

includes 16-UR, 08-SC, 07-ST, 16-OBC, 01-EXs, PH-Nil appeared for skill test/screening test

Madhya Pradesh Region Raipur

Category	Vacancies Advertised	No of vacancies for which Interview conducted	No of candidates Applied	No of candidates Called for Interview	No of candidates Appeared	No of candidates Recommended
UR	10	02	19	12	07	NIL

SC	-	-	03	01	01	NIL
ST	02	-	03	01	01	NIL
EXS	02	-	02	02	02	NIL
PH	01	-	01	01	-	NIL
OBC	-	-	08	01	01	NIL
TOTAL	15	02	36	18	12	NIL

CHAPTER-VI

EXAMINATION CENTRES

There were only 19 Examination Centres when the Commission started functioning in July, 1976. Over the three decades that have passed since then, the number of examination centres have increased considerably. As on 31st March, 2008 the number of examination centres were 132 having 762 morning shift venues and 464 evening shift venues, which made an impressive network throughout the length and breadth of the country. Location of these examination centres is guided by a variety of considerations, including the:

- i) Socio-Economic background of the majority candidates appearing in the Commission's examination.
- ii) Accessibility, remoteness and difficult terrain.
- ii) Proximity of offices of sister recruiting agencies and organisations in general and assurances of facilities by State Governments and Public Service Commissions in particular, for the orderly and smooth conduct of Commission's examinations.

The number of Region-wise Centres and shift-wise Venues of Examinations is given below:

**REGION-WISE/SUB-REGION-WISE NO. OF EXAMINATION CENTRES / VENUES SHIFT-WISE
{Based on Combined Matric Level (Preliminary) Examination, 2008}
(held on 30.3.2008)**

No. of Venues

Region/Sub Region	No. of Centres	Morning Shift	Evening Shift
1. NORTHERN REGION			
Ajmer		08	08
Almora		04	04
Alwar		19	19
Bharatpur		14	14
Bikaner		07	07
Dehradun		17	17
Delhi		70	67

Haldewani		03	03
Jodhpur		12	12
Kota		12	12
Sriganganagar		05	05
Srinagar		03	03
Udaipur		04	04
Sub-Total	13	178	175

2. EASTERN REGION

Bhubaneswar		05	05
Chinsurah		05	05
Cuttack		03	03
Gangtok		01	00
Jalpaiguri		05	05
Kolkata		32	31
Koraput		01	01
Midnapore		08	08
Port-Blair		01	00
Sambalpur		04	04
Dumka		05	05
Hazaribagh		08	08
Chaibasa		06	06
Balasore		03	03
Beharampur(G)		02	02
Bhawanipatna		01	00
Keonjkhar		01	01
Siliguri		04	04
Malda		05	05
Purulia		04	04
Ranchi		29	29
Sub-Total	21	138	134

3. MADHYA PRADESH REGION

Ambikapur		01	01
Bhopal		05	05
Bilaspur		02	02
Chhatarpur		01	01
Chindwara		02	02
Guna		01	01
Gwalior		06	06
Indore		02	02
Jabalpur		07	07
Jagdalpur		01	00
Jhabua		01	00
Khandwa		01	00
Mandsour		01	00
Raipur		09	09
Rewa		01	01
Sub-Total	15	41	37

4. KARNATAKA & KERALA REGION

Bangalore		03	00
Dharwad		09	00
Kochi		01	00
Gulbarga		04	00
Trichur		01	00
Kozhikode		02	00
Thiruvananthapuram		03	00
Mangalore		01	00
Hassan		01	00
Bijapur		03	00
Shimoga		01	00
Mysore		02	00
Kanlnur		01	00
Palaghat		01	00
Sub-Total	14	33	00

5. NORTH-EASTERN REGION

Imphal	07	00
Aizawal	01	00
Itanagar	01	00
Agartala	02	00
Shillong	04	00
Kohima	01	00
Jorhat	01	00
Silchar	03	00
Dibrugarh	01	00
Golpara	01	00
North Lakhimpur	01	00
Tura	01	00
Tezpur	01	00
Guwahati	10	00

Sub-Total	14	35	00
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6. NORTH-WESTERN REGION

Jammu	01	01
Srinagar	01	01
Shimla	02	02
Karnal	04	03
Chandigarh	04	04
Jalandhar	03	03
Ambala	02	02
Bhatinda	05	05
Hamirpur	01	00
Dharamshala	01	00
Patiala	01	01

Sub-Total	11	25	22
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7. SOUTHERN REGION

Hyderabad	04	04
Tirupathi	02	02
Visakhapatnam	04	04
Kurnool	01	01
Rajamundry	04	04
Guntur	03	03
Chennai	05	05
Coimbatore	01	01
Madurai	03	03
Tiruchirapalli	01	01
Pondichery	01	01
Tirunelveli	04	04
Warangal	01	01
Srikakulam	01	01
Salem	02	02
Vellore	01	01
Sub-Total	16	38

8. WESTERN REGION

Mumbai	05	05
Nagpur	08	08
Pune	02	02
Kolhapur	01	01
Aurangabad	03	03
Panaji_Goa	01	00
Vadodara	03	03
Ahmedabad	07	07
Rajkot	03	03
Amravati	05	05
Palanpur	01	01
Surat	01	01
Nasik	01	01
Thane	01	01

Ratnagiri		01	00
Nanded		02	02
Sub-Total	16	45	42

9. CENTRAL REGION

Darbhana		10	10
Kanpur		14	14
Patna		51	51
Bhagalpur		18	18
Lucknow		25	25
Agra		09	09
Meerut		08	08
Muzaffarpur		12	12
Bareilly		11	11
Gorakhpur		15	15
Varanasi		18	18
Allahabad		38	38
Sub-Total	12	229	229

All India Total	132	762	464
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CHAPTER-VII

PERFORMANCE OF WOMEN CANDIATES IN STAFF SELECTION COMMISSION EXAMINATION

The Commission, as enshrined in its logo, implements Impartiality Objectivity and Suitability in letter and spirit. It is ensured that all candidates irrespective of their castes, creed, social or economic status, or sex are considered strictly on merit. Accordingly, the women candidates applying for various posts advertised by the Commission are treated at par with other candidates. Special efforts are taken to ensure that there is no discrimination against them. During the year 2007-2008 a large number of women candidates applied for Commission's various examinations as may be seen from the table below. Success rate of women candidates in various results declared during the annual report period has also shown satisfactory trend as may be seen from the table presented further below .

**NUMBER OF WOMEN CANDIDATES APPLIED IN THE EXAMINATIONS CONDUCTED DURING
THE PERIOD 1-4-07 TO 31-3-2008**

S.N.	Name of Examination	Applied		Total	%age
		Female	Male		
1.	Statistical Investigator Exam.,2007	7429	15849	23278	31.92
2.	S.O(Commercial Audit) Exam.,2007	16158	36985	53143	30.40
3.	Dy. Field Officer (Telecom) Exam.,2007	4131	10481	14612	28.05
4.	Tax Assistant Exam.,2007	56933	170479	227412	25.23
5.	CPOs (S.I.) Exam., 2007	6360	68662	75022	08.41
6.	S.O(Audit) Exam.,2007	61059	164893	225952	27.23
7.	Combined Matric Level (Prelim) Exam.,2008	148292	570425	718717	20.63

As evident from the above table during the year 2007-2008 in all Open Competitive Examinations conducted by the Staff Selection Commission, a total of 13,38,136 candidates had applied, out of which 300362 were women candidates, which accounted for around percent.

Percentage wise, it will be seen that in Statistical Investigator Examination, 2007 there was maximum participation by women candidates. Of the total candidates that applied for this examination, 31.92% were female. This was followed by S.O.(Commercial) Examination, 2007 and Dy. Field Officer (Telecom) Examination, 2007, where their percentage was around 30.40% and 28.05% respectively. The lowest participation of women candidates is noticed in the case of Central Police Organization (Sub Inspector) Examination, 2007 where the figure is at 8.41% only.

**SUCCESS RATE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING
THE PERIOD 1.4.2007 TO 31.3.2008**

<u>Name of</u>	<u>No. of Candidates finally qualified</u>		<u>Examination %age</u>
	<u>Total</u>	<u>Women</u>	
1. Jr. Engineer(C&E) Exam., 2005	108	Nil	Nil
2. Tax Assistant Exam.,2006	3515	316	8.99
3. Statistical Investigator Exam., 2006	27	05	18.51
4. Section Officer(Commercial Audit) Exam. 2006	100	10	10

5. Section Officer(Audit) Exam., 2006	250	15	06
6. Graduate Level (Main) Exam. 2006	2811	173	6.15
7. CPO(Sub-Inspector) Exam., 2006	737	91	12.34
8. Jr. Engineer(C&E) Exam.2007	153	19	12.41

However, the success rate of women candidates in different open examinations conducted by the Staff Selection Commission was lower as compared to their counterpart. In Statistical Investigator Exam. 2006, 18.51 percent women candidates finally qualified while in Sub-Inspector (CPOs) Exam. 2006, the percentage of women candidates who qualified was 12.34%, as compared to 7% in the previous year.

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

PHYSICAL STANDARDS

(i) Height	<u>Male</u>	<u>Female</u>
(a) General candidates	170 cms.	157 cms.
(b) Candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Sikkimies, Leh And Ladakh, Kashmir Valley and North Eastern States.	165 cms.	155 cms.
(c) Tribals/Adivasis including Mizos and Nagas	162.5 cms.	154 cms.

(ii) Chest:

(a) General :	Unexpanded	Expanded	No Measurement
(b) Candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Sikkimies, Leh And Ladakh, Kashmir Valley and North Eastern	80 cms	85 cms	prescribed

States. _____

(c) Tribals/Adivasis 77 cms. 82 cms.
including Mizos and Nagas

(iii) **Weight** Corresponding to Height Corresponding to height

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

MEDICAL STANDARDS

(a) Eye Sight:

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

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

PHYSICAL EFFICIENCY TEST(PET)

All those candidates who are found eligible as per physical standards and medical screening are allowed to appear in physical efficiency test. The test consists of the following 5 items.

FOR MALE CANDIDATES

- (a) 100 meters race in 16 seconds
- (b) 1.6 Kms. Race in 6.5 minutes
- (c) Long Jump: 3.65 meters in 3 chances
- (d) High Jump: 1.2 meters in 3 chances
- (e) Shot put (16lbs): 4.5 meters in 3 chances

FOR FEMALE CANDIDATES

- (a) 100 meters race in 18 seconds
- (b) 800 meters race in 4 minutes
- (c) Long jump: 9 feet in 3 chances
- (d) High jump : 3 feet in 3 chances

Note: PET does not carry any marks. Test is of qualifying/elimination nature.

CHAPTER-VIII

PROGRESSIVE USE OF HINDI IN COMMISSION'S WORK

The Commission continued to make its sincere efforts for implementing various provisions of the Official Languages Act, 1963 and Official Language Rules, 1976 leading to increasing use of Hindi in official work during the year under report. Details thereof are given as under –

ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION

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

OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

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

CORRESPONDENCE IN HINDI

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

COMPULSORY TRAINING IN HINDI

During the year 2007-08, 100% Officers and Staff of the Commission possessed proficiency/working knowledge of Hindi. All 131 officers / officials have working knowledge of Hindi. Among all Stenographers/Typists, 08 Stenographers and 04 Typists are trained in Hindi Stenography/Typing. However, 2 Stenographers and one typist are to be trained.

INSPECTIONS OF REGIONAL OFFICES BY THE OFFICERS FROM HEADQUARTER.

Inspection of the Regional Offices at NER, Guwahati and Sub- Regional Office, Raipur in connection with implementation of Official Language were carried out by Assistant Director (OL), SSC Headquarter on 3.4.2007 and 27.4.2007 respectively.

INCENTIVE SCHEME

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

TRANSLATION

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

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

In order to create awareness about Hindi and creation of conducive atmosphere for its progressive use among Officers and Staff of the Commission, Hindi Fortnight was organized as an Annual Feature during 1st Sept. 2007 to 14th Sept. 2007. During the fortnight 1 Hindi Workshop including 6 different competitions like Essay Writing, Typing Test, Noting and Drafting, Poem Recitation, Extempore Speech and Hindi Quiz competitions were held.

20 participants participated in these competitions and 21 participants received cash reward and certificates for securing first, second and third positions respectively. Chairperson distributed the awards to winners in the concluding session.

INSPECTION BY REGIONAL IMPLEMENTATION OFFICE, DELHI, OF DEPARTMENT OF OFFICIAL LANGUAGE AND COMMISSION(HEADQUARTER)

To ensure the proper compliance of the Official Language Policy and Programme, Regional Office at Guwahati, Raipur and three Sections of Commission – Recruitment (HQ), Confidential-I and Confidential-III were also inspected by A.D.(OL) and a Senior Translator. Appropriate guidelines were issued to remove the shortcomings found during the inspection. Moreover, the Regional Implementation Office, Delhi, of Deptt. of Official Language inspected the Commission, 22.11.2007.

APPENDICES

APPENDIX –I

TEXT OF THE RESOLUTION CONSTITUTING THE STAFF SELECTION COMMISSION

1.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 “**Staff Selection Commission**”.

1. CONSTITUTION OF THE STAFF SELECTION COMMISSION

The Commission will be an attached office of the Department of Personnel and Administrative Reforms (Cabinet Secretariat) and will comprise of a Chairman, a Member and a Secretary-cum-Controller of Examinations to be appointed on such terms and conditions as may be prescribed by the Government from time to time. The Commission will be provided such supporting staff as may be considered necessary by Government.

2. FUNCTIONS

The Staff Selection Commission will make recruitment to (a) Class II (Group B) posts of Assistant (Grade IV of the Central Secretariat Service) and Stenographers Grade 'C' (of the Central Secretariat Stenographers Service) and (b) all non-technical Class III(Group C) posts in the Departments of the Government of India and in the Subordinate Offices, except those for which recruitment is made by the Railway Service Commissions/Railway Recruitment Boards and Industrial Establishments.

The Commission will among other things conduct examinations, whenever, required for recruitment to the posts within their purview for ensuring that as far as possible the actual recruitment is made on a zonal basis so as to enable candidates from different regions to be absorbed in the vacancies arising within the respective regions. The examinations would be held as far as possible at different centres and successful candidates posted, to the extent possible to their home State/Region.

3. The Commission will in particular

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

7. Conduct examinations for recruitment to non-technical Class-III posts in the subordinate service in the Ministries/Departments of the Government of India and their Attached and Subordinate Offices as may be specified by the Government from time to time. The term Subordinate Services will include Group 'B' posts of Assistants (Grade 'IV' of the Central Secretariat Service and Stenographers Grade 'C' of the Central Secretariat Stenographers Service and all Group 'C' posts sanctioned in the Ministries/Departments, their attached and subordinate offices in the Government of India recruitment to which is to be made through the Staff Selection Commission, but will not include posts recruitment to which is made by Railway Service Commission/Railway Recruitment Board. @ However, in order to facilitate the smooth takeover of work relating to recruitment by the Staff Selection Commission, in the first phase, the Commission will take over the existing functions of the Examination Wing of the Institute of Secretariat Training and Management. In the second phase, the posts in subordinate offices and departments located in Delhi, excluding posts recruitment to which is made by the Railway Service Commission, staff in the office of the Comptroller and Auditor General and the Accountant General and Industrial establishment in consultation with the Ministries/Departments concerned. In subsequent phases, the Commission will take over recruitment to Class III Non-technical posts in the subordinate and other offices located outside Delhi, in consultation with the ministry, department concerned, but excluding posts recruitment to which is made by the Railway Service Commission, staff in the office of the Comptroller and Auditor General and the Accountant General and Industrial Establishment

4. DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN AND MEMBER

(A) CHAIRMAN

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

- i) Ascertaining from the Departments the number of Group 'B' posts of Assistants and Stenographers Grade 'C' and non-technical Group 'C' posts for which recruitment is to be made from time to time.#
- ii) Inviting applications by means of advertisement.
- iii) Scrutinising applications received in response to advertisements.
- iv) Selection of candidates either by competitive examinations or interview of candidates.
- v) Submission to the Departments concerned the name of selected candidates.
- vi) Taking steps to ensure that in making recommendations the Department will be able to discharge their obligations in respect of the recruitment of members of the Scheduled Caste and Scheduled Tribe.
- vii) Maintaining records of appointments made by SSC.
- viii) Submitting an annual report of the activities of the SSC to the Department of Personnel and Administrative Reforms.
- ix) Any other duty entrusted by the Department of Personnel and Administrative Reforms later on.

(B) MEMBER

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

5. DELEGATION OF POWERS

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

6. LOCATION OF OFFICE

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

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

- Inserted vide Resolution No. 24012/31/85.Estt (B) dated 7.9.1989.
- Inserted under Amendment Resolution No. 24012/31/85- Estt. (B) dated 7.9.1989.
- \$ Inserted under Amendment Resolution No. 24012/31/85-Estt. (B) dated 7.9.1989.
- @ Ibid.
- # Inserted vide Amendment Resolution No. 24012/42/78-Estt (B) dated 17.3.1989.
- @ @ Inserted vide amendment Resolution No. 24012/42/78 dated 17.3.1979

NOTE:

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

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

New Delhi, the 21st May, 1999.

OFFICE MEMORANDUM

Subject: Consultation with UPSC

1. The Fifth Central Pay Commission in Chapter 17 of its Report has recommended a reduction in the workload of UPSC to enable the Commission to concentrate on more important issues and has given certain specific suggestions in this regard. Earlier, the Standing Parliamentary Committee on Home Affairs in their XX Report on the working of UPSC presented in 1994 has also asked the Government to identify more areas where consultation with UPSC can be dispensed with so as to reduce its workload. The Commission in the past has also impressed upon the Government to amend the relevant recruitment rules so that recruitment to Group 'B' non-gazetted posts can be handled by agencies other than UPSC.

2. In this background, the provisions of UPSC (Exemption from consultation) Regulations, 1958 and other relevant orders have been reviewed so as to identify areas where consultation with UPSC can be dispensed with. Based on such a review, it has been decided with the approval of the competent authority that:

- (a) UPSC need not be consulted while making direct recruitment to Group 'B' service or post which is in the scale of pay the maximum of which is below Rs. 10,500 the direct recruitment to these posts will however, be made through SSC.
- (b) Procedure of vetting by UPSC of the minutes of DPC making substantive appointment of confirmation to any Group 'A' and 'B' service or post of any person recruited directly through UPSC to such Group 'A' or Group 'B' service or post may be dispensed with.
- (c) While making promotion by selection-cum-seniority to any Group 'A' service or post, the maximum of the scale of pay of which is less than Rs. 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.

**TEXT OF RESOLUTION CONSITITUTING THE
STAFF SELECTION COMMISSION**

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

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

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, the 21st May, 1999

RESOLUTION

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

Public Service Commission. Accordingly, and in view of the directions of the Supreme Court in *Radhey Shyam Versus Union of India and Others*, the constitution and the functions of the Staff Selection Commission shall with effect from 1st June, 1999, be as under:

1. CONSTITUTION OF THE STAFF SELECTION COMMISSION

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

2. FUNCTIONS

THE STAFF SELECTION COMMISSION SHALL

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

THE COMMISSION SHALL IN PARTICULAR

(A) HOLD COMPETITIVE EXAMINATION FOR RECRUITMENT TO

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

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

- v) The posts of sub inspectors in Delhi Police, Central Bureau of Investigation and Central Police Organizations.
- vi) The posts of Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached and Subordinate Office of the Government of India.

(B) HOLD DEPARTMENTAL EXAMINATION FOR

- (i) Promotion from Group 'D' to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service(B)/Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service.
- (ii) Promotion from Lower Division Clerks to Upper Division Clerical Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service(B)/ Railway Board Secretariat Clerical Service/Armed Forces Headquarter Clerical Service.
- (iii) Promotion from Stenographers Grade 'D' to Stenographers Grade 'C' of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service(B)/Railway Board Secretariat Stenographers Service/Armed Forces Headquarters Stenographers Service.

(C) Conduct periodical Typewriting Test in English and Hindi.

(D) Prepare Schemes for recruitment to all Group 'B' Posts which are in the Pay scale the maximum of which is below Rs. 10,500/- and Group 'C' non-technical posts in the Ministries/Departments of the Government of India including its Attached and Subordinate Offices in consultation with the Departments concerned.

(E) Conduct examinations/selections for recruitment to all Group 'B' posts which are in the pay scale the maximum of which is below Rs. 10,500/- and all Group 'C' non-technical posts in the Ministries/Departments of the Government of India and their attached and subordinate offices as may be specified by the Government from time to time.

(F) Perform such other functions as may be entrusted to it by the Central Government from time to time.

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

(A) CHAIRMAN

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

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

(B) MEMBERS:

The Members shall

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

4. DELEGATION OF POWERS

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

5. LOCATION OF OFFICE

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

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

(Sd/-)
Director

ORDER

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

Sd/-
Director

To,

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

New Delhi, the 21st May , 1999

Copy forwarded to:

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

6. All Attached/Subordinate offices and all sections of the Ministry of Personnel, Public Grievances & Pensions.

(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.

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

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

New Delhi the 29th September, 2005

Resolution

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

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

- (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 the post carrying the pay scale of Rs. 6500-10,500."

(Smt. Shubha Thakur)

Under Secretary to the Government of India
No. 24012/8-A/2003-Estt (B)

Foot Note:-

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

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

To,

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

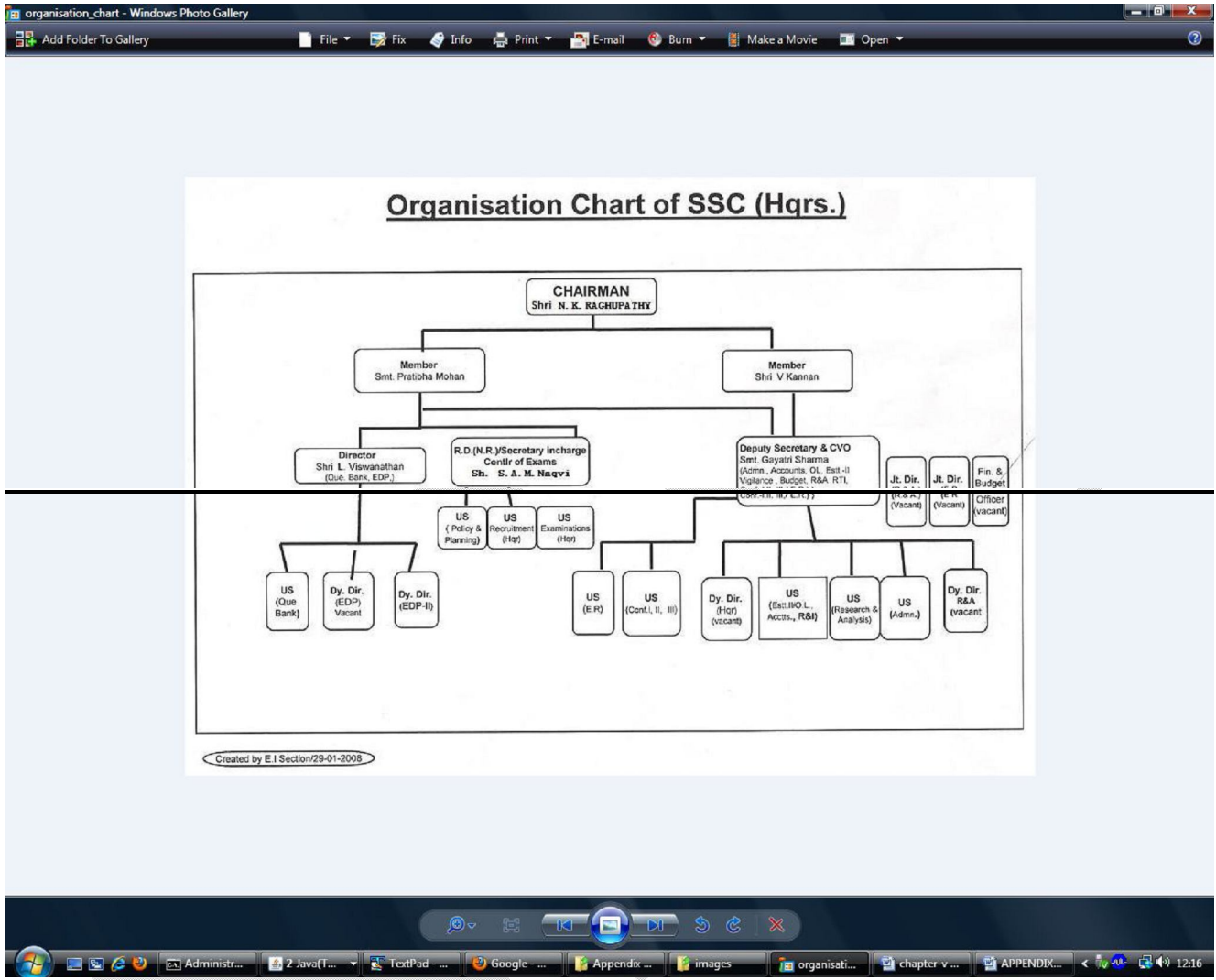
Copy forwarded to:

- a. All Ministries/Departments of the Government of India.

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

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

ORGANISATIONAL CHART OF STAFF SELECTION COMMISSION



APPENDIX - III

**REGIONAL / SUB-REGIONAL OFFICES OF THE
STAFF SELECTION COMMISSION**

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

REGION / SUB-REGION	DATE OF ESTABLISHMENT
Northern Region (New Delhi)	01.07.1976 (26.09.1979)*
Southern Region (Chennai)	14.11.1977
Eastern Region (Kolkata)	27.12.1977

Central Region (Allahabad)	31.12.1977
Western Region (Mumbai)	10.01.1978
Madhya Pradesh Region (Raipur)	01.01.1980
North Eastern Region (Guwahati)	07.02.1981
Kerala Karnataka Region (Bangalore)	01.03.1990
North Western Region (Chandigarh)	16.11.1996

* Separate Regional Office carved out on 26.09.1979

REGIONAL / SUB-REGIONAL OFFICES AND THEIR OPERATIVE JURISDICTION

Region	Regional Head - quarters.	Address	States/ Territories Constituting the Region	Telephone No. of Regional Offices/Regional Directors
Regional Offices Northern Region	Delhi	Block No. 12, Kendriya Karyalaya Parisar, Lodhi Road, New Delhi – 110003	States : Rajasthan, Delhi and Uttaranchal	Off : 011/24360944 /24364802 Fax : 011/24360944
Central Region	Allahabad	8, A-B, Beli Road, Allahabad - 211002	States : Bihar, Uttar Pradesh	Off : 0532/2542005 2641924 Fax : 0532/2542005
Eastern Region	Kolkata	Old Assembly Building, (Ground Floor), 5, Esplanade Row West, Kolkata - 700001	States : Orissa, West Bengal, Sikkim, Union Territory of Andaman & Nicobar Islands, Jharkhand	Off: 033/22488601 /22480776 Fax: 033/22488601
North Eastern Region	Guwahati	Rukmani Nagar, P.O. Assam Sachivalaya, Dispur, Guwahati – 781006	States : Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura	Off : 0361/2224779 Fax : 0361/2224779
Western	Mumbai	1 st Floor, South Wing,	States : Goa, Gujarat,	Off : 022/22018521

Region		Prathistha Bhavan (Old C.G.O.) 101, M.K. Road, Mumbai - 400020	Maharashtra, Union Territory : Daman, Diu, Dadar & Nagar Haveli	/22019118 /22018866 /22018752 Fax : 022/22018527
Southern Region	Chennai	Tamilnadu Text Book Society Building (EVK Sampath Building) 2nd Floor, College Road, Chennai - 6	States : Andhra Pradesh & Tamil Nadu, Union Territory of Pondicherry	Off : 044/28275568 /28235021 Fax : 044/28275568
Kerala & Karnataka Region	Bangalore	Kendriya Sadan, 1st Floor, E-Wing, 2nd Block, Koramangala, Bangalore - 560034	States : Karnataka, Kerala and Union Territory of Lakshdeep	Off : 080/25520653 /25521071 Fax : 080/25520653

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

APPENDIX – IV

NAME / PAY SCALE OF VARIOUS POSTS

Sl. No.	NAME OF THE POST	PAY SCALE
1.	Chairman (Eqv. Secy./ Addl. Secy.)	22400-600-26000
2.	Member (Eqv. Jt. Secy.)	18400-500-22400
3.	Secretary (Eqv. Director)	14300-400-18300
4.	Deputy Secretary	12000-375-16500
5.	Joint Director (R&A)	12000-375-16500
6.	Joint Director (ER)	12000-375-16500

7.	Regional Director	12000-375-16500
8.	Under Secretary / Deputy Director	10000-325-15200
9.	Principal Private Secretary	10000-325-15200
10.	Finance & Budget Officer	8000-275-13500
11.	Assistant Director (OL)	7500-250-12000
12.	Accounts Officer	7450-225-11500
13.	Programmer	7450-225-11500
14.	Section Officer/Assistant Director	6500-200-10500
15.	Private Secretary/Stenographer Gr. A+B	6500-200-10500
16.	Research Officer Gr. II	6500-200-10500
17.	D.P.A. Gr. 'B'	6500-200-10500
18.	Senior Hindi Translator	6500-200-10500
19.	Assistant	6500-200-10500
20.	Steno Grade 'C'	6500-200-10500
21.	Accountant	5500-175-9000
22.	Research Assistant Gr. I	5500-175-9000
23.	Junior Hindi Translator	5500-175-9000
24.	D.P.A. Grade 'A'	5000-150-8000
25.	D.E.O. Grade 'C'/ Manager (Canteen)	5000-150-8000
26.	Research Assistant Grade II	4500-125-7000
27.	Librarian Grade II	4500-125-7000
28.	D.E.O. Grade 'B'	4500-125-7000
29.	Caretaker	4500-125-7000
30.	U.D.C./Steno Grade 'D'	4000-100-6000
31.	D.E.O. Gr. 'A' / Asstt. Manager-cum-Storekeeper	4000-100-6000
32.	Halwai-cum- Cook	3200-4900

33.	L.D.C./Clerk (Canteen)	3050-3950-80-4590
34.	Staff Car Driver/ Asstt. Halwai-cum-Cook	3050-3950-80-4590
35.	Senior Gestetner Operator	2750-70-3800-75-4400
36.	Junior Gestetner Operator	2650-65-3300-70-4000
37.	Daftary	2650-65-3300-70-4000
38.	Daftary- Cum- Messenger	2610-60-3150-65-3540
39.	Library Attendant /Tea Maker/Bearer/	2610-60-3150-65-3540
40.	Jamadar	2610-60-3150-65-3540
41.	E.W.A. / Wash Boy	2550-55-2660-60-3200
42.	Peon / Chowkidar / Farash / Safai Karamchari	2550-55-2660-60-3200

**GROUP-WISE, AND DESIGNATION-WISE BREAK-UP OF STAFF STRENGTH IN
HEADQUARTER OFFICE, REGIONAL AND SUB-REGIONAL OFFICES OF THE STAFF
SELECTION COMMISSION (as on 31.3.08)
GROUP 'A'**

Sl. No.	NAME OF THE POST	PAY SCALE
1.	Chairman (Eqv. Secy./ Addl. Secy.)	22400-600-26000
2.	Member (Eqv. Jt. Secy.)	18400-500-22400
3.	Secretary (Eqv. Director)	14300-400-18300
4.	Deputy Secretary	12000-375-16500
5.	Joint Director (R&A)	12000-375-16500
6.	Joint Director (ER)	12000-375-16500
7.	Regional Director	12000-375-16500
8.	Under Secretary / Deputy Director	10000-325-15200
9.	Principal Private Secretary	10000-325-15200
10.	Finance & Budget Officer	8000-275-13500

11.	Assistant Director (OL)	7500-250-12000
12.	Accounts Officer	7450-225-11500
13.	Programmer	7450-225-11500
14.	Section Officer/Assistant Director	6500-200-10500
15.	Private Secretary/Stenographer Gr. A+B	6500-200-10500
16.	Research Officer Gr. II	6500-200-10500
17.	D.P.A. Gr. 'B'	6500-200-10500
18.	Senior Hindi Translator	6500-200-10500
19.	Assistant	6500-200-10500
20.	Steno Grade 'C'	6500-200-10500
21.	Accountant	5500-175-9000
22.	Research Assistant Gr. I	5500-175-9000
23.	Junior Hindi Translator	5500-175-9000
24.	D.P.A. Grade 'A'	5000-150-8000
25.	D.E.O. Grade 'C'/ Manager (Canteen)	5000-150-8000
26.	Research Assistant Grade II	4500-125-7000
27.	Librarian Grade II	4500-125-7000
28.	D.E.O. Grade 'B'	4500-125-7000
29.	Caretaker	4500-125-7000
30.	U.D.C./Steno Grade 'D'	4000-100-6000
31.	D.E.O. Gr. 'A' / Asstt. Manager-cum-Storekeeper	4000-100-6000
32.	Halwai-cum- Cook	3200-4900
33.	L.D.C./Clerk (Canteen)	3050-3950-80-4590
34.	Staff Car Driver/ Asstt. Halwai-cum-Cook	3050-3950-80-4590
35.	Senior Gestetner Operator	2750-70-3800-75-4400
36.	Junior Gestetner Operator	2650-65-3300-70-4000

37.	Daftary	2650-65-3300-70-4000
38.	Daftary- Cum- Messenger	2610-60-3150-65-3540
39.	Library Attendant /Tea Maker/Bearer/	2610-60-3150-65-3540
40.	Jamadar	2610-60-3150-65-3540
41.	E.W.A. / Wash Boy	2550-55-2660-60-3200
42.	Peon / Chowkidar / Farash / Safai Karamchari	2550-55-2660-60-3200

GROUP `B'

S. NO.	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
14.	Accounts Officer	-	1	1	1	1	1	-	-	-	-	5
15.	Section Officer/A.D	18	6	6	4	4	2	3	2	4	2	51
16.	Research Officer Gr.II	1	-	-	-	-	-	-	-	-	-	1
17.	Hindi Officer/A.D.(OL)	1	-	-	-	-	-	-	-	-	-	1
18.	Private Secretary (Steno Gr.A+B merged)	3	-	-	-	-	-	-	-	-	-	3
19.	Programmer	1	-	-	-	-	-	-	-	-	-	1
20.	D.P.A. Gr. `B'	4	-	-	-	-	-	-	-	-	-	4
21.	Accountant	1	-	1	1	1	1	1	1	1	1	9
22.	Assistant	27	7	8	7	6	3	5	2	5	3	73
23.	Steno Gr. `C'	5	1	1	1	1	1	1	-	-	-	11
24.	Sr. Hindi Translator	2	-	-	-	-	-	-	-	-	-	2
25.	Research Assistant Gr. I	2	-	-	-	-	-	-	-	-	-	2
	TOTAL	65	15	17	14	13	08	10	5	10	6	163

GROUP `C'

S. NO.	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
26.	Research Assistant Grade .II	3	-	-	-	-	-	-	-	-	-	3
27.	D.P.A. Grade `A`	11	-	-	-	-	-	-	-	-	-	11
28.	Junior Hindi Translator	1	-	-	-	-	-	-	-	-	-	1
29.	Librarian Gr. II	1	-	-	-	-	-	-	-	-	-	1
30.	D.E.O. Gr. `C`	7	-	-	-	-	-	-	-	-	-	7
31.	D.E.O. Gr. `B`	7	-	-	-	-	-	-	-	-	-	7
32.	Caretaker	1	-	-	-	-	-	-	-	-	-	1
33.	U.D.C.	31	4	3	3	4	2	6	2	3	1	59
34.	Steno Grade `D`	7	1	2	2	2	-	1	1	1	1	18
35.	D.E.O. Grade `A`	12	1	1	2	1	1	1	1	1	-	21
36.	L.D.C.	13	3	3	3	4	3	3	2	3	2	39
37.	Staff Car Driver	2	1	1	1	1	1	1	1	1	-	10
	TOTAL	96	10	10	11	12	7	12	7	9	4	178

GROUP `D'

	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
38.	Sr. Gestetner Operator	-	-	-	-	-	-	-	-	-	1	1
39.	Daftary	7	2	-	-	-	-	-	-	-	-	9
40.	Library Attendant	1	-	-	-	-	-	-	-	-	-	1
41.	Messenger-cum-Daftary	-	-	1	1	1	1	1	1	-	-	6

42.	Jamadar (Sr. Peon)	3	-	-	-	-	-	-	-	-	-	3
43.	Peon	7	1	-	1	1	-	1	-	2	2	15
44.	E.W.A.	17	6	5	6	10*	3	8	4	5*	4	68
45.	Chowkidar	-	-	1	1	1	1	1	-	-	-	5
46.	Farash	1	-	-	-	-	-	1	-	-	-	2
47.	Safai Karamachari	3	-	-	-	-	-	-	-	-	-	3
	TOTAL	39	9	7	13	5	5	12	5	7	7	113
	GRAND TOTAL	223	37	38	36	41	22	36	18	27	18	496

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

GROUP/CATEGORY-WISE STAFF STRENGTH

Group	HQ	NR	Total	Other Regional / Sub Regional Offices	Grand Total
Group `A`	23	03	26	16	42
Group `B`	65	15	80	83	163
Group `C`	96	10	106	72	178
Group `D`	39	9	48	65	113
TOTAL	223	37	260	236	496

Total No. of Ministerial Posts: 275

Total No. of SSC Cadre Posts: 217

Total No. of Deptt. of Official Language Posts: 4

TOTAL 496

APPENDIX - V

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

YEAR	INCOME(Rs. '000')	EXPENDITURE (RS. '000')
1976 (JULY 1976-MARCH 1977)	N.A.	1823
1977-78	3368	4648
1978-79	5121	6210
1979-80	5480	7705
1980-81	5575	10268
1981-82	5741	10489
1982-83	6009	12040
1983-84	5939	16163
1984-85	9067	15719
1985-86	6611	17797
1986-87	15416	30757
1987-88	21445	36789
1988-89	24578	40741
1989-90	32145	51622
1990-91	40000	62172
1991-92	55000	72223
1992-93	24000	79811
1993-94	33400	86908
1994-95	33803	82323
1995-96	36082	10066
1996-97	34464	92041
1997-98	12372	84556
1998-99	27100	107817
1999-00	70000	183196
2000-01	120000	166717
2001-02	110000	178646
2002-03	58000	168900
2003-04	61500	167854
2004-05	26000	139074
2005-06	49750	180500
2006 - 07	83174	225430
2007 -08	74020	243353