



# ANNUAL REPORT 2018-19



**STAFF SELECTION COMMISSION**

Government of India

Ministry of Personnel, Public Grievances & Pensions



**CONTENTS**

<b>No.</b>	<b>CHAPTER</b>	<b>PAGES</b>
	Executive Summary	1-3
<b>I.</b>	Initiatives taken by the Commission	4-9
<b>II.</b>	Functions and Organisational Structure of Staff Selection Commission	10-15
<b>III.</b>	The year 2018-19 in Retrospect	16-22
<b>IV.</b>	Examinations conducted and selections made during the year 2018-19	23-28
<b>V.</b>	Recruitment to Selection Posts	29-30
<b>VI.</b>	Examination Centres	31-35
<b>VII.</b>	Performance of Women candidates in Examinations conducted by the Commission	36-37
<b>VIII.</b>	Other important activities of the Commission	38-39
<b>IX.</b>	Progressive use of Hindi in official work	40-41

**APPENDICES**

<b>A.</b>	Text of Resolutions constituting the Staff Selection Commission and Amendments	43-57
<b>B.</b>	Organizational Chart , List of Chairpersons / Members and present Regional Directors / Deputy Directors of the Staff Selection Commission	58 -61
<b>C.</b>	Name of the post / Pay scale / strength of various posts	62-65
<b>D.</b>	Regional and Sub-Regional offices and their operational Jurisdiction	66-68
<b>E.</b>	Details of Recruitment to Group ‘B’ and ‘C’ Selection Posts	69



## EXECUTIVE SUMMARY

1. The Staff Selection Commission, hereinafter called Commission, is one of the largest recruiting agencies of the Government of India. The Commission is mandated with the task of making recruitment to all Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in various Ministries / Departments of the Government of India and their Attached and Subordinate Offices except those posts which are specifically exempted from the purview of the Commission. In addition, the Commission, from the year 2016 has been assigned the additional responsibility of making recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.

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

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

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

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

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

(c) The Commission also conducts examinations for recruitment to Selection Posts, which are isolated posts (not covered under All India Open Competitive Examinations) for Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in different Ministries / Departments, of the Government of India and their Attached and Subordinate Offices. These posts were earlier filled

through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examinations, conducted in the format of Objective Type Multiple Choice Questions in the Computer Based Mode.

(d) In addition to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India. The following non-mandated examination was conducted by the Commission in the year 2018 -19 :-

- (i) Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018.

This examination was conducted by the Commission on the basis of a Memorandum of Understanding (MoU) with the Ministry of Home Affairs, Government of India.

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

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

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

6. Ten All India Open Competitive Examinations (conducted in stages) were conducted by the Commission during the year 2018-19. A total of 70,87,490 candidates were registered for different stages of various examinations. This includes 66,50,348 candidates for the All India Open Competitive Examinations and 4,37,142 candidates for Selection Posts Examinations .

7. During the year 2018-19, the Commission conducted Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018 as its largest examination for 52,36,810 candidates at 309 venues located in 127 examination centres (i.e. cities) across the country.

8. The Commission recommended 16,160 candidates for appointment to various posts through All India Open Competitive Examinations and 569 candidates for Selection Posts during the year 2018-19.

9. The Commission made concerted efforts to promote the participation of women candidates in the Commission's examinations. During the year under report, out of 1,29,28,804 candidates who registered for various All India Open Competitive Examinations of the Commission, 32,75,779 were women candidates. In percentage terms, the share of women candidates was 25.34 %.

10. The Commission assigns due importance to the implementation of the reservation policy of the Government so as to ensure that vacancies reserved for SC/ST/OBC candidates are duly filled up. During the year under report, 1,804 SC candidates, 1,237 ST candidates and 6,994 OBC candidates aggregating to a total of 10,035 candidates were recommended for appointment through All India Open Competitive examinations. Similarly, as against 569 Selection Posts, 98 SC candidates, 37 ST candidates and 193 OBC candidates were recommended for appointment aggregating to a total of 328 candidates.

11. The Commission makes a conscious effort to provide Persons with Disabilities (PwD) (DIVYANGJAN) candidates, an easy, safe and hassle free access to the venues of examination. The Commission also extends the facility of providing Scribes, Passage Readers and compensatory time of 20 minutes per hour to eligible PwD candidates. Further, alternate questions are given to VH candidates in place of questions with graphs and diagrams.

12. Implementation of the provisions of the Official Language Act, 1963 and Official Language Rules, 1976 continued to be a priority area for the Commission during the year 2018-19. Various initiatives were taken for progressively increasing the use of Hindi in official work during the year under report.





## CHAPTER I

**INITIATIVES TAKEN BY THE COMMISSION**

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

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

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

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

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

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

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

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

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

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

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

**B. INTRODUCTION OF COMPUTER BASED MODE OF EXAMINATION**

1.11 Up to May 2016, all Objective Type Multiple Choice examinations of the Commission were conducted in the Optical Marks Reader (OMR) Mode. Thereafter, in June 2016, as a major initiative, with the prior approval of the Government, the Commission embarked on the

Computer Based Mode (CBM) of examination for conducting its Objective Type Multiple Choice examinations. The first examination conducted by the Commission in the Computer Based Mode (CBM) in June 2016 was the re-examination of Sub Inspectors in Delhi Police, CAPFs and Assistant Sub Inspectors in CISF Examination, 2016. Thereafter, the Commission made a swift and comprehensive transition to the Computer Based Mode whereby all Objective Type Multiple Choice examinations of the Commission, are now being conducted in the Computer Based Mode.

1.12 During the year 2018-19, the Commission conducted 10 (Ten) Examinations as given in the Table-1.1 below:-

Table – 1.1

S. No.	Name of Examination	Date of Exam
1	Junior Engineers (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination, 2017 (Paper-II)	29.04.2018
2	Combined Graduate Level Examination, 2017 (Tier-III)	08.07.2018
3	Combined Higher Secondary (10+2) Level Examination, 2017 (Tier-II)	15.07.2018
4	Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018 (Paper-I)	13.01.2019
5	Selection Posts (Phase-VI) Examination, 2018 (Matriculation Level)	16.01.2019 to 18.01.2019
6	Selection Posts (Phase-VI) Examination, 2018 (Higher Secondary Level)	17.01.2019 to 18.01.2019
7	Selection Posts (Phase-VI) Examination, 2018 (Graduate Level)	17.01.2019 to 18.01.2019
8	Stenographer Grade 'C' & 'D' Examination, 2018 (Paper-I)	05.02.2019 to 08.02.2019
9	Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018	11.02.2019 to 11.03.2019
10	Sub-Inspector in Delhi Police, CAPFs and ASI in CISF Examination, 2018 (Paper-I)	12.03.2019 to 16.03.2019

1.13 There are strategic advantages in conducting examinations in the Computer Based Mode, which inter-alia include:

- (i) The Computer Based Mode of examination is more effective and with adequate safeguards in place, the said mode is more reliable, efficient and robust.

- (ii) Human intervention is minimal which reduces the chances of the examination being compromised.
- (iii) There is greater flexibility and a higher degree of confidentiality in the administration and management of Question Papers.
- (iv) There is greater accuracy and faster processing of results.
- (v) This mode also facilitates better data management and analysis for generating reports.

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

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

### **C. ONE-TIME REGISTRATION**

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

- 1.16 E-mails and mobile numbers of all the candidates are captured at the time of mandatory One-time Registration. In emergent circumstances, information related to examinations is communicated to the candidates through e-mails and SMSs on their registered e-mail IDs/mobile numbers.

**D. DIGITAL FINGER PRINT COLLECTION**

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

**E. DISPENSING WITH SUBMISSION OF DOCUMENTS WITH APPLICATION**

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

**F. VOICE RECORDED DICTATION FOR STENOGRAPHY TEST**

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

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

- 1.21 The Commission extends the facility of providing scribes for Written Examination / Computer Based Mode of Examination to the candidates having benchmark disabilities in the category of blindness, locomotor disability (Both Arms Affected-BA) and Cerebral Palsy, if desired by the candidates in their online applications. In addition, for the remaining categories of persons with benchmark disabilities (as prescribed in DoP&T OM No.36035/02/2017-Estt.(Res) dated 15<sup>th</sup> January, 2018), if desired by the candidates in his / her online application, a scribe is provided on production of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution in the specified proforma at the time of the examination to the effect that the person concerned has physical limitation and scribe is essential to write the examination on his / her behalf. Compensatory time of 20 minutes per hour is also provided to such candidates. The Visually Handicapped (VH) candidates are also provided with the facility of Passage Readers during the Skill Test.

- 1.22 The Commission ensures that the VH candidates are administered separate sets of questions on Quantitative Aptitude and General Intelligence which do not have components of Maps, Graphs, Statistical data, Diagrams etc.
- 1.23 The Commission makes a conscious effort to provide PwD candidates, an easy, safe and hassle free access to the venues of examination. To ensure this, the PwD candidates are allocated to such venues which are provided with user friendly facilities like elevators/lifts and ramps, etc. PwD candidates, who seek assistance of scribes, are allotted specific venues on a separate date.

#### **H. BIOMETRIC REGISTRATION**

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

#### **I. CCTV CAMERA COVERAGE**

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

#### **J. TRANSPARENCY IN PROCESSING OF RESULTS**

- 1.26 In keeping with the Commission's policy of transparency in the conduct of examinations, the practice of placing of the Tentative Answer Keys of all examinations on the Commission's website, affording the candidates with an opportunity to make representations/ challenges against discrepancies, if any, in Question Paper / Tentative Answer Keys, was continued during the year 2018-19 also. On receipt of the challenges, the Commission, through a panel of experts, exercises due diligence before preparing the Final Answer Keys. Thereafter, the result is declared on the basis of the Final Answer Keys. These Final Answer Keys are also uploaded on the website of the Commission whereby the candidates are able to judge their performance in the examinations. Marks secured by the candidates in various examinations conducted by the Commission are also hosted on the website for the information of individual candidates.

**K. VIDEO CONFERENCING WITH REGIONAL DIRECTORS / DEPUTY DIRECTORS.**

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

**L. NEW LOGO**

1.28 During the year 2018-19 the Staff Selection Commission has adopted a new logo replacing the previous logo.

**M. NEW WEBSITE**

1.29 The Staff Selection Commission during the year 2018-19 has launched its New Website with latest features keeping in mind the better management of the 'Online Application System'. The user name for signing-in to the 'Online Application System' has been changed. Accordingly, now candidates have to log in to the 'Online Application System' by using their 'Registration Number' in place of email id as their user name. The change has been brought into effect from March 5, 2019. However, the existing website will also continue to be accessible for some more time through a link on the new website.

**N. REGIONAL DIRECTORS CONFERENCE**

1.30 During the year 2018-19, the Commission conducted a Two Days' Regional Directors Conference at the Commission Headquarters to discuss various policy matters and examination related issues.

**O. ADMINISTRATIVE INSPECTION OF REGIONAL / SUB-REGIONAL OFFICES**

1.31 The Commission during the year 2018-19 initiated the process of administrative inspection of the Regional / Sub-Regional Offices. Accordingly, the administrative inspection of Western Region, North Eastern Region, Northern Region, Eastern Region, Southern Region and North Western Region was carried out by deputing Senior Officers from the Commission Headquarters. Appropriate guidelines and instructions for corrective measures were also issued to overcome the shortcomings found during these inspections.

## CHAPTER -II

**FUNCTIONS AND ORGANISATIONAL STRUCTURE OF  
STAFF SELECTION COMMISSION****A. HISTORICAL BACKGROUND**

- 2.1 Article 320 of the Constitution provides for conducting examinations for recruitment to all posts and services of the Central Government by the Union Public Service Commission. The Estimates Committee of Parliament in its 47<sup>th</sup> Report (1967-68) recommended setting up of a Service Selection Commission for taking over and conducting examinations for recruitment to lower categories of posts from UPSC. Pursuant to this, and as an interim measure, an Examination Wing was added to the Institute of Secretariat Training and Management of the Government of India.
- 2.2 The First Administrative Reforms Commission (ARC), in its Report on Personnel Administration, drew attention to the fact that the bulk of the staff of the Government at the Centre and in the States belonged to Class III and Class IV categories. Referring to the identical nature of qualifications stipulated for entry into such posts in various Offices, the ARC advocated pooling of the requirements of the non-technical posts by different Departments and selection of personnel either by joint recruitment or through a Recruitment Board. After a careful consideration of this recommendation, Government of India decided to constitute the Subordinate Services Commission vide Resolution No. 46/1(S)/74-Estt.(B), dated the 4th November, 1975 (Appendix-A), of Department of Personnel and Administrative Reforms.
- 2.3 The Subordinate Services Commission was subsequently re-designated as the Staff Selection Commission (SSC) on 26<sup>th</sup> September, 1977 to make recruitment to Class III (now Group 'C') non-technical posts in the various Ministries / Departments of the Government of India and their Attached and Subordinate Offices. The functions of the Staff Selection Commission have been enlarged from time to time. From May 1999, the Commission was entrusted to make recruitment to all Group 'B' (Non-Gazetted) posts in various pay scales, the maximum of which was less than Rs.9300-34800 (Grade Pay Rs.4,600) (now Level 7 as per the seventh CPC). Recruitment to these Group 'B' posts was earlier conducted by the UPSC. From November 2003, the Central Government further authorized the Commission to make recruitment upto all Group 'B' (Non-Gazetted) posts carrying scale of pay of Rs. 9300-34800 (Grade Pay Rs.4,600) (now Level 7 as per the seventh CPC) .
- 2.4 The functions of the Staff Selection Commission, as defined by Resolution No. 39018/1/98-Estt (B) dated 21<sup>st</sup> May, 1999 and its subsequent amendments vide Resolution No. 24012/8-A/2003-Estt (B) dated 13<sup>th</sup> November, 2003; 29<sup>th</sup> September, 2005; 14<sup>th</sup> January, 2011; 24<sup>th</sup> July, 2012 and 17<sup>th</sup> February, 2016 are given as under:-
- (i) To make recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' (Non-Technical) posts under Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the

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

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

2.5 The Staff Selection Commission is one of the largest recruiting agencies of the Government of India. The Commission is mandated with the task of making recruitment to all Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in various Ministries / Departments of the Government of India and their Attached and Subordinate Offices except those posts which are specifically exempted from the purview of the Commission. In addition, the Commission in the year 2016 was assigned the additional responsibility of making recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.

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

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



- 2.7 Besides, the Commission also conducts three Limited Departmental Competitive Examinations for promotion from:-
- (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade;
  - (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade and
  - (iii) Stenographer Grade 'D' to Stenographer Grade 'C'.
- 2.8 The Commission also makes recruitment to Selection Posts, which are isolated posts (not covered by the open competitive examinations) for different Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in Ministries / Departments of the Government of India and their Attached and Subordinate Offices. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examinations, conducted in the format of Objective Type Multiple Choice Questions in the Computer Based Mode.
- 2.9 In addition to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India. The following non-mandated examination was conducted in the year 2018-19 :-
- (i) Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018.

This examination was conducted by the Commission on the basis of a Memorandum of Understanding (MoU) with the Ministry of Home Affairs, Government of India.

#### 2.10 **ANNUAL SKILL TESTS**

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

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

**B. ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION**

- 2.11 The Staff Selection Commission is headed by a Chairman of the rank and status of Secretary / Additional Secretary to the Government of India. He is assisted by two Members of the rank and status of Joint Secretary to the Government of India and other Officers and supporting staff. The sanctioned staff strength of the Commission in its Headquarters at New Delhi and the Regional and Sub-Regional Offices as on 31.03.2019 was 541. Out of the total sanctioned strength, 247 posts (45.66 %) are located at the Commission Headquarters.
- 2.12 Distribution of sanctioned posts amongst the 07 Regional and 02 Sub-Regional Offices, of the Commission, is given in Table 2.1 below:-

Table – 2.1

<b>Regional Offices</b>		
<b>Sl. No.</b>	<b>Region</b>	<b>Sanctioned posts</b>
1	Central Region	42
2	Eastern Region	40
3	Karnataka and Kerala Region	27
4	Northern Region	46
5	North Eastern Region	25
6	Southern Region	36
7	Western Region	38
<b>Sub-Regional Offices</b>		
8	Madhya Pradesh Region	20
9	North Western Region	20
	<b>Total</b>	<b>294</b>

- 2.13 The Organisational Chart of the Commission is given at Appendix-B.
- 2.14 Details regarding the posts and their scale of pay, and staff strength in Headquarters and Regional offices are at Appendix-C.

**C. REGIONAL NETWORK**

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

- 2.16 This network provides an effective link between the Commission, State Governments and Central Government Offices located in the States / Union Territories (UTs). Through the regional/sub-regional network, the Commission has been able to exercise an effective control over the conduct of its examinations. The Regional and Sub-Regional Offices also provide a local contact point to the candidates for addressing their issues.
- 2.17 The Regional and Sub-Regional Offices of the Commission are primarily responsible for ensuring the smooth and efficient conduct of all its examinations viz. seven (7) mandated All India Open Competitive Examinations, three (03) Limited Departmental Competitive Examinations, Examinations for Selection Posts and Skill Tests & Document Verification associated with these examinations. In addition, the Regional / Sub-Regional Network also assist in conducting non-mandated examinations which are assigned to the Commission by the Government of India.
- 2.18 The Regional and Sub-Regional Offices also perform various other activities involved in the conduct of examinations, like Electronic Data Processing of applications, uploading of Admission Certificates (ACs) of the candidates on the websites of the Regional/Sub-Regional Offices of the Commission, booking / finalising of examination venues at various centres within their respective jurisdiction in consultation with the District Authorities / Service Providers, sending non-confidential examination material to the Centre Supervisors and appointment of Invigilators and Inspecting Officers at various examination venues. They are also associated with the conduct of Physical Endurance Tests / Physical Standards Tests (PET / PST) and Detailed Medical Examination (DME) and Review Medical Examination (RME) for recruitment to various Central Armed Police Forces and Delhi Police.
- 2.19 The Regional and Sub-Regional Offices also have an important function to perform, after declaration of the results of various examinations by the Commission Headquarters, in preparing and sending the Dossiers of recommended candidates to the User Ministries / Departments for appointment.
- 2.20 The conduct of examinations of the Commission is monitored and supervised at the ground level by the Regional and Sub-Regional Offices. Various issues and operational problems faced during the conduct of the examination at the ground level are referred to the Commission Headquarters by the Regional and Sub-Regional Offices for guidance and decision making. Interactions between Commission Headquarters and Regional / Sub-Regional Offices are brisk and take place on a day-to-day basis through video conferencing for prompt and timely resolution of such issues.
- 2.21 Details of Regional and Sub-Regional Offices, their locations / addresses and jurisdiction are given at Appendix-D and D(I).

**D. BUDGET AND EXAMINATION FEE**

- 2.22 Budgetary support for the Commission’s functioning is given by the Government of India from the Annual Budget of the Department of Personnel and Training under the Ministry of Personnel, Public Grievances and Pensions. In respect of non-mandated examinations, which are conducted by the Commission on the basis of a Memorandum of Understanding (MoU), the expenditure is borne by the indenting Ministry / Department concerned.
- 2.23 The Commission charges examination fee from the candidates at the time of receipt of applications. The fee structure is determined in consultation with the Government. At present, the Commission charges Rs.100/- from male candidates of the Unreserved, EWS and OBC categories. Candidates belonging to Scheduled Castes (SC), Scheduled Tribe (ST), Persons with Disabilities (PwDs), Ex-Servicemen (Ex-S) categories and all women candidates, irrespective of their category, are exempted from payment of the examination fee. The mode of collection of fee is through credit and debit cards of all Banks, online payment through State Bank of India (SBI) and through Bank Challans of SBI for the benefit of rural candidates. The examination fee charged from the candidates is credited to the Consolidated Fund of India.
- 2.24 The Commission’s expenditure during the year 2018-19 was Rs.142.42 crore and the income from examination fees and other examination related charges during the corresponding period was Rs.64.63 crore. The details of income and expenditure of the Staff Selection Commission during the last three years are given in Table-2.2 below:

Table – 2.2

<b>(Rs. In Crore)</b>					
<b>Year</b>	<b>Income</b>	<b>Budget Estimates (BE)</b>	<b>Revised Estimates (RE)</b>	<b>Expenditure (Actuals)</b>	<b>Percentage Utilization (%)</b>
1	2	3	4	5	(5/4)
2016-17	71.67	167.32	113.03	112.91	99.89%
2017-18	57.04	197.32	348.77	348.19	99.83%
2018-19	64.63	286.13	142.81	142.42	99.73%

**CHAPTER-III**

**THE YEAR 2018-19 IN RETROSPECT**

- 3.1 During the year 2018-19, the Commission conducted examinations for 70,87,490 candidates.
- 3.2 During the year, the Commission received applications for all its examinations, online. This has led to a considerable saving in time and expenditure for the Commission and for the candidates at large. It has also contributed to the preparation of a more accurate data base of candidates.
- 3.3 The Commission conducted 10 Examinations during the year 2018-19, in which 36,81,155 candidates actually appeared.
- 3.4 During the year 2018-19, final results of five All India Open Competitive Examinations, which were held during the year 2017-18 and 2018-19, were declared by the Commission and 16,729 candidates were recommended for appointment to different User Ministries / Departments. Out of these 16,729 candidates, 16,160 candidates were selected through various All India Open Competitive Examinations and 569 candidates were selected through examinations conducted for the Selection Posts.
- 3.5 Besides conducting its mandated All India Open Competitive Examinations, the Commission conducts Limited Departmental Competitive Examinations and examinations for Selection Posts. The Commission also conducts non-mandated examinations on the specific directions of the Government of India. During the year 2018-19, the Commission also conducted a non-mandated examination, in the MoU mode namely Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018.
- 3.6 The details of Region-wise and Category-wise candidates recommended for appointment through mandated All India Open Competitive Examinations of the Commission during the year 2018-19 are given in the Table 3.1 below:

Table – 3.1

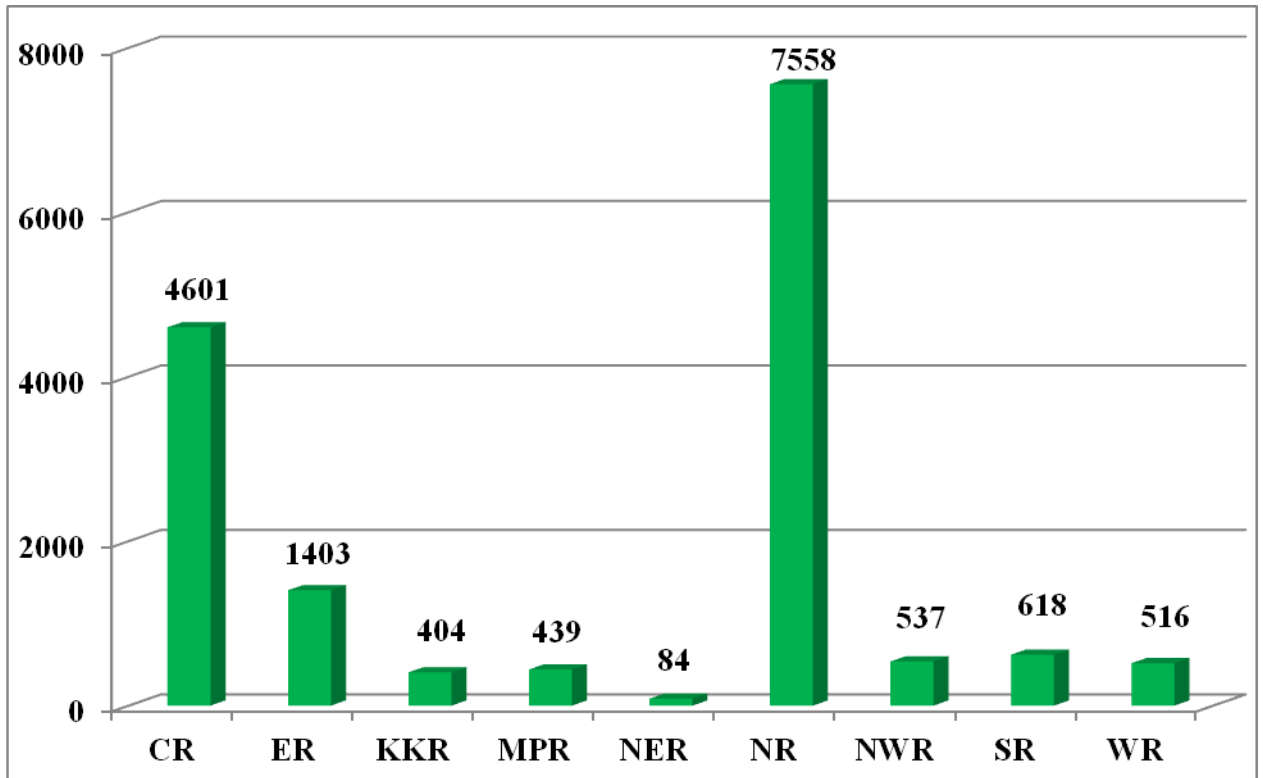
**RECRUITMENTS THROUGH MANDATED ALL INDIA OPEN COMPETITIVE EXAMINATIONS**

<b>REGIONS</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>ExS*</b>	<b>PwD*</b>	<b>TOTAL</b>
<b>CR</b>	1,496	412	120	2,573	191	154	<b>4,601</b>
<b>ER</b>	555	207	48	593	128	38	<b>1,403</b>
<b>KKR</b>	167	14	3	220	117	0	<b>404</b>
<b>MPR</b>	198	41	11	189	25	12	<b>439</b>
<b>NER</b>	13	10	33	28	6	1	<b>84</b>
<b>NR</b>	3,068	882	904	2,704	371	86	<b>7,558</b>
<b>NWR</b>	320	79	6	132	64	7	<b>537</b>
<b>SR</b>	143	67	40	368	106	12	<b>618</b>
<b>WR</b>	165	92	72	187	96	6	<b>516</b>
<b>TOTAL</b>	<b>6,125</b>	<b>1,804</b>	<b>1,237</b>	<b>6,994</b>	<b>1,104</b>	<b>316</b>	<b>16,160</b>

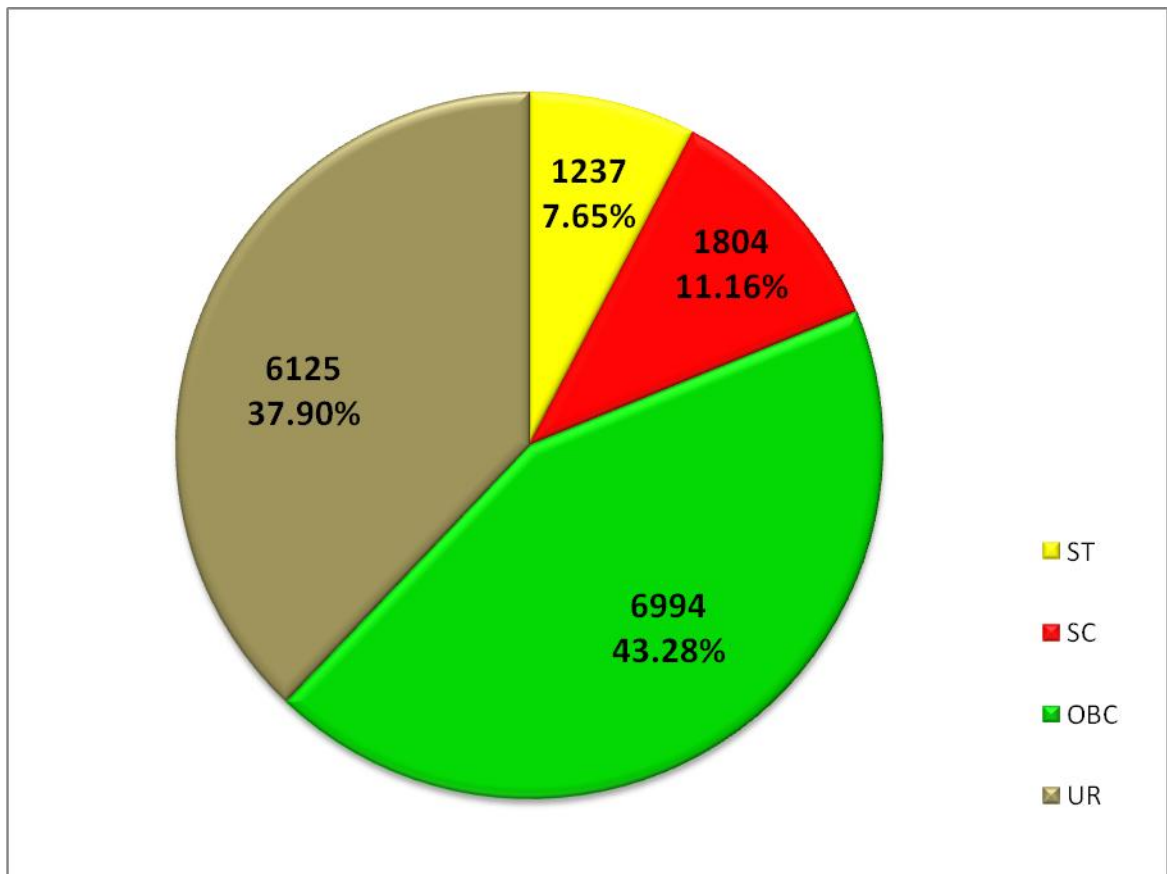
\* ExS and PwD included in the main category



**REGION-WISE SELECTIONS IN MANDATED ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2018-19**



**SELECTION OF UR, SC, ST AND OBC CANDIDATES IN MANDATED ALL INDIA OPEN EXAMINATIONS DURING 2018-19**



3.7 The details of Region-wise and Category-wise candidates recommended for appointment to Selection Posts during the year 2018-19 are given in Table-3.2 below:

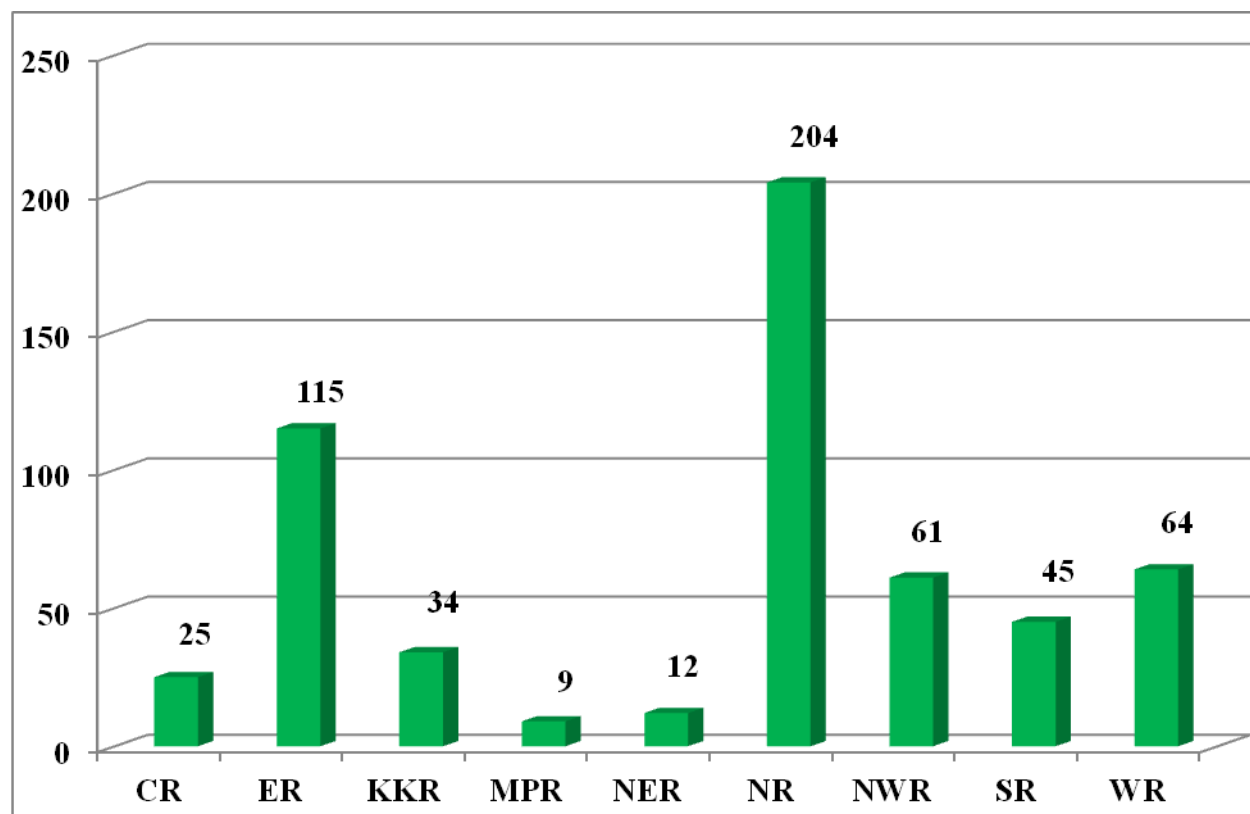
Table – 3.2

**RECRUITMENT MADE FOR SELECTION POSTS**

<b>REGION</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>ExS*</b>	<b>PwD*</b>	<b>TOTAL</b>
<b>CR</b>	13	2	1	9	0	0	<b>25</b>
<b>ER</b>	55	9	12	39	0	3	<b>115</b>
<b>KKR</b>	22	3	2	7	0	1	<b>34</b>
<b>MPR</b>	6	0	2	1	0	0	<b>9</b>
<b>NER</b>	6	1	2	3	0	0	<b>12</b>
<b>NR</b>	80	40	4	80	0	3	<b>204</b>
<b>NWR</b>	36	15	4	6	0	0	<b>61</b>
<b>SR</b>	29	2	0	14	0	0	<b>45</b>
<b>WR</b>	35	9	4	16	0	0	<b>64</b>
<b>TOTAL</b>	<b>282</b>	<b>81</b>	<b>31</b>	<b>175</b>	<b>0</b>	<b>7</b>	<b>569</b>

\* ExS and PwD included in the main category

**REGION-WISE SELECTIONS IN SELECTION POST EXAMINATIONS DURING 2018-19**



3.8 The Commission also plays a significant role in the recruitment of manpower for the Central Armed Police Forces and the Delhi Police. During the period from 2010-11 to 2018-19, the Commission has recommended 2,03,440 Constables (GD) / Riflemen for CAPFs and 22,037 Sub Inspectors / Assistant Sub Inspectors for recruitment in CAPFs and Delhi Police.

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

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

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

3.10 The details of SC, ST and OBC candidates nominated through the All India Open Competitive Examinations during the year 2018-19 are available in Chapter IV. During the year under report, 1,804 SC candidates, 1,237 ST candidates and 6,994 OBC candidates aggregating to a total of 10,035 candidates were recommended for appointment through All India Open Competitive examinations. This works out to 62.10% of the total number of candidates recommended for appointment.

Similarly, as against 569 Selection Posts, 81 SC candidates, 31 ST candidates and 175 OBC candidates were recommended for appointment aggregating to a total of 287 candidates. This works out to 50.44% of the total number of candidates recommended for appointment to the Selection Posts.

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

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



candidates, to encourage them to appear in the examinations conducted by it. During the year 2018-19, a total of 32,75,779 women candidates applied for various All India Open Competitive Examinations of the Commission, which constitutes 25.34 % of the total number of applicants.

**C. MEASURES TAKEN TO ENSURE INTEGRITY OF EXAMINATIONS**

3.12 With a phenomenal increase in the number of candidates applying for various examinations conducted by the Commission, the task of conducting free and fair examinations poses as a major challenge. During the year 2018-19, the Commission took all possible precautions and measures to ensure the conduct of free and fair examinations. Some of the prominent measures taken in this regard inter-alia include:-

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

- xii) Issuance of a Notification regarding prohibited items which is strictly implemented during the examination,
- xiii) Stringent action is taken against candidates found indulging in malpractices. Under this dispensation FIRs are lodged against the delinquent candidates, their candidature is cancelled and they are debarred from appearing in future examinations of the Commission for a specified period.

**D. COURT CASES**

3.13 The Staff Selection Commission also deals with a large number of court cases. As on 31.03.2019, the Commission was contesting 2,068 cases in various Courts and 13 Special Leave Petitions in the Hon'ble Apex Court of India. It has been observed, as a discernable trend over the years, that after the declaration of the final result of any examination, there is a surge in filing of court cases by unsuccessful candidates. These cases are promptly attended to by the Commission so that the courts can be apprised of the correct factual and legal position to expedite their disposal in the shortest possible time. The court cases at the Commission Headquarters and nine Regional and Sub-Regional Offices are closely monitored on a regular basis by the Commission so as to ensure that all requisite steps such as filing of Counter Affidavits, briefing of Government advocates, coordination with other Respondent Organisations etc. are completed efficiently in a time bound manner.

**E. REDRESSAL/DISPOSAL OF PUBLIC GRIEVANCES UNDER CPGRAMS**

3.14 Presently, the online public grievances are centrally monitored under Centralized Public Grievance Redress and Monitoring System (CPGRAMS) by the Nodal Agency of the Government of India i.e. Department of Administrative Reforms and Public Grievances (DARPG). The Research & Analysis Section in the Commission coordinates the redressal/disposal of public grievances/complaints, in consonance with the directions issued by the Government. An Officer of the rank of Joint Secretary has been designated as the Public Grievance Nodal Officer in the Staff Selection Commission. The Public Grievance Nodal Officer is assisted by a complement of Officers comprising of an Under Secretary, one Section Officer and one Assistant Section Officer.

3.15 The Commission, through its robust monitoring mechanism, makes a concerted effort to ensure that all CPGRAMS cases are addressed on due priority and efficiently disposed off within a specified time period. Through this mechanism, the average disposal time of CPGRAMS cases in the Commission has come down sharply to 10 days. The Commission also assigns due weightage to the quality of responses given to the aggrieved. The timely and satisfactory disposal of these grievances, including offline grievances, are closely monitored, on a weekly basis by the Chairman of the Commission.

3.16 During the year under report, out of 7452 grievances received under CPGRAMS in the Staff Selection Commission, 7432 public grievances were disposed off. The remaining 20 cases, which were received in the last week of the Financial Year were carried forward to the next year.

**F. ONLINE RTI PORTAL**

- 3.17 The Commission's Headquarters and its Regional and Sub -Regional Offices have been successfully aligned to the Online RTI Portal of DoP&T for receipt and efficient disposal of RTI applications and Appeals in a time bound manner . Accordingly , a majority of RTI applications and Appeals are now being received and processed online . This has resulted in an efficient processing and delivery of responses to RTI applicants besides reducing cumbersome paper work. During the year 2018- 19 , a total of 19 , 974 RTI applications and 1,254 Appeals under the Right to Information Act, 2005 were received in the Commission's Headquarters and were expeditiously disposed off within the stipulated period .
- 3.18 Total number of RTI applications and First Appeals received in the SSC (HQs), as per the Quarterly Reports of CIC, are given in Table-3.3 below :-

Table – 3.3

<b>S.No.</b>	<b>Quarterly Return</b>	<b>RTI Applications (Online + Offline)</b>	<b>First Appeals</b>
1	1 <sup>st</sup> Quarter (01.04.18 to 30.06.18)	7,323	508
2	2 <sup>nd</sup> Quarter (01.07.18 to 30.09.18)	4,676	307
3	3 <sup>rd</sup> Quarter (01.10.18 to 31.12.18)	4,622	236
4	4 <sup>th</sup> Quarter (01.01.19 to 31.03.19)	3,353	203
	<b>Total</b>	<b>19,974</b>	<b>1,254</b>

## CHAPTER-IV

## EXAMINATIONS CONDUCTED AND SELECTIONS MADE DURING THE YEAR 2018-19

- 4.1 The Commission, as a major recruiting agency of the Government of India, in the discharge of its mandated responsibilities, is committed to conduct its examinations as per schedule and ensure timely declaration of results and prompt nomination of selected candidates to the User Ministries / Departments etc.
- 4.2 Out of a total 70,87,490 candidates, who were registered for various examinations (stages of examination) conducted by the Commission during the Year 2018-19, 66,50,348 candidates were registered for different All India Open Competitive Examinations and 4,37,142 candidates were registered for examinations to Selection Posts.
- 4.3 Examination-wise details of the All India Open Competitive Examinations conducted by the Commission during the year 2018-19, are given in the Table-4.1 below:

Table – 4.1

### ALL INDIA OPEN COMPETITIVE EXAMINATIONS 2018-19

S. No.	Name of Examination	Date of Exam	Registered candidates	No. of Candidates Appeared
1	Junior Engineers (Civil, Electrical, Mechanical and Quantity Surveying & Contracts) Examination-2017 Junior Engineers (Paper-II)	29.04.2018	5,855	5,095
2	Combined Graduate Level Examination, 2017 (Tier-III)	08.07.2018	47,002	41,491
3	Combined Higher Secondary (10+2) Level Examination, 2017 (Tier-II)	15.07.2018	48,395	42,226
4	Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018 (Paper-I)	13.01.2019	49,651	15,603
5	Selection Posts (Phase-VI) Examination, 2018 (Matriculation Level)	16.01.2019 to 18.01.2019	2,10,601	55,594
6	Selection Posts (Phase-VI) Examination, 2018 (Intermediate Level)	17.01.2019 to 18.01.2019	74,462	17,554
7	Selection Posts (Phase-VI) Examination, 2018 (Graduate Level)	17.01.2019 to 18.01.2019	1,52,079	32,242

**STAFF SELECTION COMMISSION**

8	Stenographer Grade 'C' & 'D' Examination, 2018 (Paper-I)	05.02.2019 to 07.02.2019	4,38,905	1,97,552
9	Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018	11.02.2019 to 11.03.2019	52,36,810	30,41,284
10	Sub-Inspector in Delhi Police, CAPFs and ASI in CISF Examination, 2018 (Paper-I)	12.03.2019 to 16.03.2019	8,23,730	2,32,514
<b>Total</b>			<b>70,87,490</b>	<b>36,81,155</b>

**A. RESULTS DECLARED DURING THE PERIOD 01.04.2018 TO 31.03.2019**

4.4 During the year 2018-19, results of the Five examinations which were declared are given in Table(s) 4.2 to 4.11 below:

**1. Multi Tasking (Non-Technical) Staff Examination – 2016**

**Date of declaration of result – 28.04.2018**

Table – 4.2

	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
<b>Total number of Candidates who applied</b>	14,86,604	16,98,715	5,81,896	29,22,121	16,750	1,07,043	66,89,336
<b>No. of Candidates called for CPT/Skill Test/ Document Verification</b>	8,249	2,195	1,648	11,419	2,289	618	23,511
<b>Finally recommended</b>	<b>3,905</b>	<b>1,010</b>	<b>841</b>	<b>4,918</b>	<b>834</b>	<b>247</b>	<b>10,674</b>

Table – 4.3

**Multi Tasking (Non-Technical) Staff Examination – 2016: Region-wise details**

REGION	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
<b>CR</b>	1,167	297	107	2,085	150	121	<b>3,656</b>
<b>ER</b>	495	166	34	503	112	32	<b>1,198</b>
<b>KKR</b>	152	9	0	204	103	0	<b>365</b>
<b>MPR</b>	120	19	7	136	21	10	<b>282</b>
<b>NER</b>	7	3	15	15	3	0	<b>40</b>
<b>NR</b>	1,543	351	576	1,421	233	64	<b>3,891</b>
<b>NWR</b>	192	37	1	72	47	6	<b>302</b>
<b>SR</b>	110	55	34	321	94	12	<b>520</b>
<b>WR</b>	119	73	67	161	71	2	<b>420</b>
<b>TOTAL</b>	<b>3,905</b>	<b>1,010</b>	<b>841</b>	<b>4,918</b>	<b>834</b>	<b>247</b>	<b>10,674</b>



**2. Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2017**

Date of declaration of result – 14.06.2018

Table – 4.4

	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
<b>Total number of Candidates who applied</b>	9,186	8,141	2,516	9,288	554	702	29,131
<b>No. of candidates called for Document Verification</b>	356	256	133	551	52	87	1,296
<b>Finally recommended</b>	<b>144</b>	<b>43</b>	<b>28</b>	<b>108</b>	<b>29</b>	<b>11</b>	<b>323</b>

Table – 4.5

**Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2017 -Region wise details**

REGION	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
CR	5	1	-	5	-	4	11
ER	28	17	9	38	4	3	92
KKR	6	1	2	6	7	0	15
MPR	5	2	2	3	-	0	12
NER	3	-	1	5	1	1	9
NR	73	19	11	33	13	1	136
NWR	8	1	1	12	3	0	22
SR	3	-	2	2	1	0	7
WR	13	2	-	4	-	2	19
<b>TOTAL</b>	<b>144</b>	<b>43</b>	<b>28</b>	<b>108</b>	<b>29</b>	<b>11</b>	<b>323</b>

**3. Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2017**

Date of declaration of result – 15.10.2018

Table – 4.6

	UR	SC	ST	OBC	PwD*	TOTAL
Total number of Candidates who applied	3,26,917	1,83,792	65,022	4,19,619	7,634	9,95,350
No. of Candidates called for Document Verification	564	243	168	624	25	1,599
<b>Finally recommended</b>	<b>124</b>	<b>53</b>	<b>29</b>	<b>135</b>	<b>8</b>	<b>341</b>

Table – 4.7

**Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts)  
Examination, 2017-Region wise details**

REGION	UR	SC	ST	OBC	PwD*	TOTAL
CR	9	6	0	25	1	40
ER	3	1	0	1	1	5
KKR	1	1	0	2	0	4
MPR	18	3	0	12	0	33
NER	0	0	0	0	0	0
NR	82	40	29	80	5	231
NWR	3	0	0	0	0	3
SR	8	1	0	13	0	22
WR	0	1	0	2	1	3
<b>TOTAL</b>	<b>124</b>	<b>53</b>	<b>29</b>	<b>135</b>	<b>8</b>	<b>341</b>

4. **Sub- Inspector in Delhi Police, CAPFs and Assistant Sub-Inspectors in CISF  
Examination, 2017**

Date of declaration of revised result 03.11.2018.

Table – 4.8

	UR	SC	ST	OBC	ExS*	TOTAL
Total number of Candidates who applied	2,22,004	1,54,563	74,337	2,78,692	8,413	7,29,596
No. of candidates called for Document Verification	1,777	659	323	2,317	309	5,076
<b>Finally recommended</b>	<b>1,440</b>	<b>489</b>	<b>226</b>	<b>1,200</b>	<b>239</b>	<b>3,355</b>

Table – 4.9

**Sub- Inspector in Delhi Police, CAPFs and Assistant Sub-Inspectors in CISF  
Examination, 2017- Region wise details**

REGION	UR	SC	ST	OBC	ExS*	TOTAL
CR	185	57	10	174	41	426
ER	22	21	3	24	12	70
KKR	6	3	1	7	7	17
MPR	20	9	2	14	4	45
NER	3	7	17	7	2	34
NR	1,048	329	183	895	123	2,455
NWR	110	38	4	41	14	193
SR	18	11	3	26	11	58
WR	28	14	3	12	25	57
<b>TOTAL</b>	<b>1,440</b>	<b>489</b>	<b>226</b>	<b>1,200</b>	<b>239</b>	<b>3,355</b>

**5. Stenographer Grade 'C' & 'D' Examination, 2017**

**Date of declaration of result - 29.03.2019.**

Table – 4.10

	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
<b>Total number of Candidates who applied</b>	1,46,413	1,45,525	47,502	2,02,459	1,081	9,667	5,41,899
<b>No. of Candidates called for Skill Test / Document Verification</b>	7,629	3,382	2,587	9,875	40	968	23,473
<b>Finally recommended</b>	<b>512</b>	<b>209</b>	<b>113</b>	<b>633</b>	<b>2</b>	<b>748</b>	<b>1,467</b>

Table – 4.11

**Stenographer Grade 'C' & 'D' Examination, 2017 - Region wise details**

REGION	UR	SC	ST	OBC	ExS*	PwD*	TOTAL
<b>CR</b>	130	51	3	284	0	28	<b>468</b>
<b>ER</b>	7	2	2	27	0	2	<b>38</b>
<b>KKR</b>	2	0	0	1	0	0	<b>3</b>
<b>MPR</b>	35	8	0	24	0	2	<b>67</b>
<b>NER</b>	0	0	0	1	0	0	<b>1</b>
<b>NR</b>	322	143	105	275	2	16	<b>845</b>
<b>NWR</b>	7	3	0	7	0	1	<b>17</b>
<b>SR</b>	4	0	1	6	0	0	<b>11</b>
<b>WR</b>	5	2	2	8	0	1	<b>17</b>
<b>TOTAL</b>	<b>512</b>	<b>209</b>	<b>113</b>	<b>633</b>	<b>2</b>	<b>50</b>	<b>1,467</b>

\* Ex-S and PwD included in the main category

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

**B. LIMITED DEPARTMENTAL EXAMINATIONS NOTIFIED DURING THE YEAR 2018-19.**

4.5 During the year 2018-19 no Limited Departmental Examination was notified by the Commission. However, final result of one Limited Departmental Examination i.e. Upper Division Grade Limited Departmental Competitive Examination, 2016 was declared by the Commission on 07.12.2018 wherein 140 candidates were recommended for promotion from LDC grade to UDC grade.



**C. ANNUAL TYPING TEST**

- 4.6 The Commission conducts Annual Typing Test on Computers for Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) etc. working in Ministries / Departments, Attached and Subordinate Offices of the Government of India for the purpose of grant of increment and confirmation in the respective grades. During the year 2018-19, a total of 759 candidates (393 for 2018 Annual Departmental Typing Test and 366 for 2019 Annual Departmental Typing Test) were registered for the Annual Typing Test, out of 759 total 626 candidates (327 for the year 2018 and 299 for the year 2019) appeared for the examination, out of which 101 candidates were declared successful.

**D. ANNUAL STENOGRAPHY TEST**

- 4.7 The Commission also conducts the Annual Departmental Stenography Test for Stenographer Grade 'D' Departmental Examinations. During the year 2018-19, a total of 83 candidates (41 for Annual Stenography Departmental Skill Test 2018 and 42 for Annual Stenography Departmental Skill Test 2019) appeared for the Annual Stenography Test, from amongst whom 01 candidate was declared successful. Result of the Annual Departmental Stenography Skill Test, 2017 was also declared on 28.08.2019, wherein no candidate was declared qualified out of 20 candidates who appeared in the examination.

**RECRUITMENT TO SELECTION POSTS**

- 5.1 The Commission also makes recruitment to Selection Posts for various Group ‘B’ (Non-Gazetted) and Group ‘C’ (Non-Technical) posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India. Selection Posts are isolated posts, in various Ministries / Departments, which are not covered under any All India Open Competitive Examinations conducted by the Commission, as the number of vacancies is generally small and the Essential Qualifications for such post(s) vary from Matriculation to Post Graduation, in accordance with the specific requirements of the post(s) concerned.
- 5.2 Recruitment to Selection Posts involves the following stages :
- (i) Receipt of Requisitions from the User Ministries / Departments by the Regional / Sub-Regional Office(s) concerned under the Single Window System.
  - (ii) Detailed Advertisement for recruitment to the Selection Posts is published on the Website of the Commission and all its Regional / Sub-Regional Offices in Hindi and English. An indicative notice is published in the Employment News as well as in one Regional Language Newspaper of each State / UT of the Country by the Regional / Sub-Regional Offices.
  - (iii) Applications are received online for Written Examination in Computer Based Mode. After the conduct of the examination, the qualified candidates are required to submit print outs of their filled Application Forms along with the requisite documents to the Regional / Sub-Regional Office(s) concerned at the stage of scrutiny.
  - (iv) Scrutiny of documents of the candidates who have qualified for the next stage is done by the Regional / Sub-Regional Office(s) concerned followed by the Skill Test like Typing Test/Data Entry Test /Computer Proficiency Test etc. wherever prescribed in the Essential Qualifications.
  - (v) Verification of Documents (DV) of the qualified candidates is done by the Regional/ Sub-Regional Offices concerned for each category of post(s).
  - (vi) Declaration and uploading of the final Select List for each category of posts(s) separately on the website of the concerned Regional / Sub-Regional Offices concerned is done after approval of the Commission (HQs.).
  - (vii) Candidates are nominated according to their rank and category vis-a-vis number of vacancies advertised for the posts. Nomination of selected candidates to the User Ministries / Departments is done by the Regional / Sub Regional Office(s) of the Commission concerned.

(viii) The Commission maintains a Reserve List for Selection Posts only which is operated by the Commission in those cases where the nominated candidates from the Select List do not join the User Ministry / Department concerned resulting in the cancellation of their candidature after receiving request letter from the User Department to this effect.

5.3 During the year 2018-19, a total of 569 candidates were recommended by the Commission against various categories of Selection Posts. Details in this regard are given in Table(s) - 5.1 to 5.2 below :

Table – 5.1

**GROUP 'B' SELECTION POSTS**

Name of Region	No. of candidates Applied*	No. of candidates recommended		
		Male	Female	Total
CR	5,368	11	11	22
ER	10,896	07	03	10
KKR	1,537	07	01	08
MPR	1,758	01	01	02
NR	21,416	158	31	189
NER	1,351	10	00	10
NWR	17,723	10	00	10
SR	9,224	04	00	04
WR	3,050	29	03	32
<b>Total</b>	<b>72,323</b>	<b>237</b>	<b>50</b>	<b>287</b>

Table-5.2

**GROUP 'C' SELECTION POSTS**

Name of Region	No. of candidates Applied*	No. of candidates recommended		
		Male	Female	Total
CR	1,358	21	01	22
ER	77,713	76	10	86
KKR	9,761	24	02	26
MPR	4,133	06	01	07
NR	95,985	15	00	15
NER	2,105	01	01	02
NWR	14,098	51	00	51
SR	9,523	34	07	41
WR	3,485	31	01	32
<b>Total</b>	<b>2,18,161</b>	<b>259</b>	<b>23</b>	<b>282</b>

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

## CHAPTER-VI

## EXAMINATION CENTRES

- 6.1 With the rapid increase in the number of candidates applying for various examinations of the Commission, the number of examination centres (cities) have been increasing over the years. In July, 1976 when the Commission started functioning, there were only 09 examination centres. Since then, the number of examination centres has increased substantially. From the year 2016, with the transition from the conventional mode of examination i.e. Optical Marks Reader (OMR) Mode to the Computer Based Mode (CBM) of examination, the availability of examination venues with computer nodes has become an essential requirement. This has necessitated shifting of the examination venues from Government schools to well equipped computer labs and technical / professional institutes.
- 6.2 The Commission conducts its examinations at selected centres throughout the length and breadth of the country. The selection of these examination centres is guided by specific technical requirements and other considerations, which inter alia include :-
- i) Availability of computer nodes, internet facilities and uninterrupted power supply conforming to the standards set by the Commission.
  - ii) Accessibility to the examination centres for candidates coming from the rural, remote and hilly areas.
  - iii) Assurance by the State Government(s) for provision of security and maintenance of law and order at the examination venues.
  - iv) Provision of basic amenities like drinking water and sanitation, availability of holding areas at the examination venues to enable the candidates to deposit their belongings, etc.
  - v) Accessibility of the examination venues from the Central Business District of the city concerned.
  - vi) Suitability of the examination venues for women and PwD candidates to ensure minimum dislocation and inconvenience to such candidates.
  - vii) Venues located in congested / commercial areas are generally avoided.
  - viii) Previous track record of the examination venues is also given due weightage while selecting them for examinations.
- 6.3 In some cases, due to the non-availability of adequate number of computer nodes at the preferred venues / centres of examinations, candidates are shifted to other locations. On certain occasions, to maintain the integrity of the examination, candidates are also allocated to the centres other than the choices exercised by them.
- 6.4 During the period under report, the Commission conducted its largest examination i.e. the Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination ( Paper – I), 2018 for 52,36,810 candidates at 309 venues located in 127 examination centres (cities) across the country.

6.5 The Region and Sub Region-wise number of centres and venues of examinations [based on Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018] in Computer Based Mode of examination are given at Table(s) 6.1 to 6.9 below:

Table-6.1

**1. CENTRAL REGION**

S.No.	Examination Centre	No. of Venues
1	Agra	12
2	Aligarh	1
3	Arrah	1
4	Aurangabad	1
5	Bareilly	2
6	Bhagalpur	1
7	Darbhanga	1
8	Ghaziabad	1
9	Gorakhpur	5
10	Greater Noida	1
11	Jhansi	2
12	Kanpur	9
13	Lucknow	20
14	Meerut	5
15	Muzaffarpur	3
16	Noida	2
17	Patna	12
18	Purnea	3
19	Varanasi	10
	<b>TOTAL</b>	<b>92</b>

Table-6.2

**2. EASTERN REGION**

S.No.	Examination Centre	No. of Venues
1	Asansol	1
2	Balasore	1
3	Berhampur Ganjam	2
4	Bhubaneshwar	3
5	Bokaro Steel City	1
6	Cuttak	1
7	Dhanbad	1
8	Hazaribagh	1
9	Hooghly	1
10	Jamshedpur	1
11	Kolkata	4
12	Port Blair	1
13	Ranchi	2
14	Rourkela	1
15	Sambalpur	2
16	Siliguri	1
	<b>TOTAL</b>	<b>24</b>

Table-6.3

**3. KARNATAKA & KERALA REGION**

S.No.	Examination Centre	No. of Venues
1	Belagavi (Belgaum)	1
2	Bengaluru	7
3	Ernakulam	1
4	Hubballi (Hubli)	1
5	Kalaburagi (Gulbarga)	1
6	Kannur	2
7	Mangaluru (Mangalore)	1
8	Mysuru (Mysore)	1
9	Kozhikode	1
10	Thiruvananthapuram	1
11	Thrissur	1
	<b>TOTAL</b>	<b>18</b>

Table-6.4

**4. MADHYA PRADESH REGION**

S.No.	Examination Centre	No. of Venues
1	Bhilai Nagar	1
2	Bilaspur	1
3	Bhopal	5
4	Gwalior	1
5	Indore	3
6	Jabalpur	1
7	Raipur	1
8	Sagar	1
9	Satna	1
10	Ujjain	1
	<b>TOTAL</b>	<b>16</b>

Table-6.5

**5. NORTHERN REGION**

S.No.	Examination Centre	No. of Venues
1	Ajmer	1
2	Alwar	4
3	Bikaner	3
4	Dehradun	5
5	Faridabad	1
6	Gurugram	1
7	Haldwani	3
8	Haridwar	1
9	Jaipur	10

**STAFF SELECTION COMMISSION**

10	Jodhpur	3
11	Kota	2
12	New Delhi	6
13	Roorkee	3
14	Sikar	2
15	Sri Ganganagar	1
16	Udaipur	2
	<b>TOTAL</b>	<b>48</b>

Table-6.6

**6. NORTH-EASTERN REGION**

S.No.	Examination Centre	No. of Venues
1	Agartala	4
2	Aizawl	1
3	Churachandpur	1
4	Dibrugarh	1
5	Guwahati	3
6	Imphal	5
7	Jorhat	2
8	Kohima	1
9	Naharlagun	1
10	Shillong	1
11	Silchar	1
	<b>TOTAL</b>	<b>21</b>

Table-6.7

**7. NORTH- WESTERN REGION**

S.No.	Examination Centre	No. of Venues
1	Amritsar	1
2	Bathinda	1
3	Chandigarh	4
4	Hamirpur	1
5	Jalandhar	2
6	Jammu	3
7	Ludhiana	1
8	Mohali	5
9	Patiala	1
10	Samba	1
11	Shimla	1
12	Srinagar	4
	<b>TOTAL</b>	<b>25</b>

Table-6.8

**8. SOUTHERN REGION**

S.No.	Examination Centre	No. of Venues
1	Chennai	3
2	Coimbatore	2
3	Guntur	4
4	Hyderabad	5
5	Kakinada	1
6	Karimnagar	1
7	Kurnool	2
8	Madurai	4
9	Rajahmundry	1
10	Tiruchirappalli	2
11	Tirunelveli	1
12	Tirupathi	2
13	Vijayawada	2
14	Visakhapatnam	3
15	Vizianagaram	1
16	Warangal	1
	<b>TOTAL</b>	<b>35</b>

Table-6.9

**9. WESTERN REGION**

S.No.	Examination Centre	No. of Venues
1	Ahmedabad	4
2	Amrawati	2
3	Aurangabad	1
4	Gandhinagar	2
5	Jalgaon	1
6	Kolhapur	2
7	Mumbai	1
8	Nagpur	3
9	Nanded	1
10	Nashik	1
11	Navi Mumbai	1
12	Panaji	1
13	Pune	4
14	Rajkot	3
15	Surat	1
16	Vadodara	2
	<b>TOTAL</b>	<b>30</b>



## CHAPTER VII

## PERFORMANCE OF WOMEN CANDIDATES IN EXAMINATIONS CONDUCTED BY THE COMMISSION

- 7.1 Special efforts are made by the Commission to ensure greater participation of women candidates in the examinations conducted by it. In consonance with the extant policy of the Government, the Commission does not charge any examination fee from women candidates. The Commission also makes concerted efforts to ensure that women candidates are allotted examination venues of their choice, proximate to their place(s) of residence.
- 7.2 During the year under report i.e. 2018-19, a total of 32,75,779 women candidates submitted applications, for various examinations of the Commission, as may be seen at Table-7.1 given below:-

Table-7.1

**NUMBER OF WOMEN CANDIDATES WHO SUBMITTED APPLICATIONS FOR ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING THE PERIOD FROM 01-04-2018 TO 31-03-2019**

Sl. No.	Name of Examination	No. of candidates		
		Total Candidates	Women Candidates	Percentage of women Candidates (%)
1	Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination, 2018	8,23,730	1,77,794	21.58
2	Combined Graduate Level Examination, 2018	25,97,431	9,46,005	36.42
3	Constable (GD) in Central Armed Police Forces (CAPFs), NIA & SSF and Rifleman (GD) in Assam Rifles (AR) Examination, 2018	52,36,810	8,30,913	15.87
4	Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018	49,651	19,470	39.21
5	Stenographer Grade 'C' and 'D' Examination, 2018	4,38,905	1,82,340	41.54
6	Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2018	8,13,622	1,18,067	14.51
7	Combined Higher Secondary (10+2) Level Examination, 2018	29,68,655	10,01,190	33.73
	<b>Total</b>	<b>1,29,28,804</b>	<b>32,75,779</b>	<b>25.34</b>

- 7.3 As may be observed from the statistics given above, during the year 2018-19, out of a total of 1,29,28,804 applications, 32,75,779 applications were received from women candidates for the All India Open Competitive Examinations. Women candidates therefore accounted for 25.34% of the total candidates.
- 7.4 The number of applications of women candidates was the highest in the Stenographer Grade 'C' and 'D' Examination, 2018, wherein women candidates accounted for 41.54% of the total candidates. This was followed by the Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018, in which the women candidates constituted 39.21% of the total candidates. The lowest number of applications of women candidates was recorded in the Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2018, which was only 14.51%.
- 7.5 The success rate of women candidates in various examinations, for which results were declared during the year, is given in the Table-7.2 below:

Table-7.2

**SUCCESS RATE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING THE PERIOD 01.04.2018 TO 31.03.2019**

Sl. No.	Name of Examination	Total		
		No. of Candidates finally selected		
		Total	Women	Percentage
1	Multi Tasking (Non-Technical) Staff Examination – 2016	10,674	937	8.78
2	Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2017	323	140	43.34
3	Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2017	341	19	5.57
4	SIs in Delhi Police, CAPFs and ASIs in CISF Examination, 2017	3,355	528	15.74
5	Stenographer Grade 'C' & 'D' Examination, 2017	1,467	313	21.34
	<b>Total</b>	<b>16,160</b>	<b>1,937</b>	<b>11.99</b>

- 7.6 The success rate of women candidates in different All India Open Competitive Examinations, the results of which were declared in the year 2018-19, was lower as compared to their male counterparts. Among these examinations, in the Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2017, the success rate of women candidates was the highest at 43.34%, followed by the Stenographer Grade 'C' & 'D' Examination, 2017 in which the success rate was 21.34%. The success rate of women candidates was lowest in the Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination, 2017 at 5.57%.

## CHAPTER VIII

## OTHER IMPORTANT ACTIVITIES OF THE COMMISSION

## A. SKILL TESTS

- 8.1 From 01.04.2010 onwards, the Commission has adopted the modality of conducting various types of Skill Tests on computers viz. Typing Tests / Stenography Test / Computer Proficiency Test (CPT) / Data Entry Skill Test (DEST). During the year 2018-19, a total of 23,473 candidates qualified for appearing in various Skill Tests / Computer Proficiency Test (CPT) / Data Entry Skill Tests (DESTs) in different examinations conducted by the Commission. Table-8.1 given below depicts the Region and Sub-Region-wise break-up of candidates who qualified for appearing in Skill Tests / CPTs / DESTs in various examinations conducted by the Commission:-

Table-8.1

REGION	Number of candidates called for appearing in Skill Tests / CPTs / DESTs
CR	6,431
ER	1,794
KKR	673
MPR	721
NER	303
NR	10,712
NWR	511
SR	1,716
WR	612
<b>TOTAL</b>	<b>23,473</b>

## B. DOCUMENT VERIFICATION

- 8.2 Before the declaration of the final result, Document Verification of qualified candidates is carried out by the Regional/Sub-Regional Offices in order to verify the genuineness of the candidature of the candidates, so as to ascertain whether the candidates meet the eligibility criteria / educational qualifications as notified in the Notice of the Examination and also to check impersonation. During document verification, a candidate has to produce passport size photographs, original certificates of matriculation and other Educational Qualifications and ex-Serviceman / Caste / PwD certificate (if any relaxation is taken / applicable), to ensure that the candidate actually belongs to the categories as claimed in the application form. The

candidate is also required to produce an experience certificate wherever specifically mandated. During Document Verification, the thumb impression and signatures of the candidates are recorded and the Document Verification Sheet is filled online. Dossiers of candidates are created by the Commission before the Document Verification and that the verified copies of the requisite certificates are placed in the respective Dossiers of the candidates.

- 8.3 Participation of qualified candidates in the Document Verification is mandatory. Those candidates who fail to attend the Document Verification are not considered for any post at the time of final selection. In case of final selection, these Documents (Dossiers) are forwarded to the Indenting Ministries / Departments / Offices alongwith the nominations of the successful candidates.

**C. PHYSICAL STANDARDS TEST (PST) / PHYSICAL ENDURANCE TEST (PET) / DETAILED MEDICAL EXAMINATION (DME) / REVIEW MEDICAL EXAMINATION (RME)**

- 8.4 Physical Standards Test, Physical Endurance Test and Detailed Medical Examination are mandatory stages in the process of recruitment for posts in the Central Armed Police Forces, IB, CBI and the Delhi Police. In case, a candidate is declared as 'Unfit' in the DME, there is a provision for the candidates to make an appeal for Review Medical Examination (RME). Actual conduct of PST / PET and DME / RME is done by the Central Armed Police Forces, whereas the Commission maintains data of candidates, provides necessary advise to the Forces as required. During the year 2018-19, no PST/PET and DME/RME were conducted.

**CHAPTER-IX**

**PROGRESSIVE USE OF HINDI IN OFFICIAL WORK**

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

**A. ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION**

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

**B. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE**

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

**C. CORRESPONDENCE IN HINDI**

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

**D. TRAINING IN HINDI**

9.5 During the year 2018-19, out of 148 Officers and Staff in the Commission Headquarters, 98 Officers/Staff had proficiency / working knowledge of Hindi. Out of the 12 Stenographers, 09 have been trained in Hindi stenography, while 03 are still to be trained in Hindi.

**E. HINDI FORTNIGHT (PAKHWARA) AND INCENTIVE SCHEMES**

9.6 In order to create awareness about Hindi and to provide a conducive environment for its progressive use amongst Officers and Staff members, the Commission (HQs) organized the 'Hindi Pakhwara' from 14<sup>th</sup> September 2018 to 28<sup>th</sup> September 2018. During the fortnight, 06 different competitions viz. Typing Test, Hindi Story Writing, Noting and Drafting, General Knowledge, Hindi Essay Writing and Debate Competitions were organized. A total of 65 officials participated in these competitions from amongst which 31 participants received cash awards and certificates for securing first, second, third and consolation prizes, respectively. Chairman, SSC distributed the awards to the winners in the concluding session of the programme.

**F. REGIONAL OFFICES' HINDI PAKHWARA**

9.7 It is noteworthy that Hindi Divas and Hindi Fortnight were organized by all the Regional / Sub-Regional Offices of the Commission during the month of September 2018. During this period various Hindi competitions were organized and prizes were awarded to the winners.

9.8 The Commission also awarded the Official Language Shield for the year 2017-18 for 'A' 'B' & 'C' Regions to the Sub-Regional Office, Madhya Pradesh Region, Raipur; Regional Office, Western Region, Mumbai and Regional Office, Karnataka Kerala Region, Bengaluru, respectively.

9.9 Hindi Workshop on "Typing in Hindi through Unicode" was organised on 26<sup>th</sup> June, 2018. A total of 16 participants were trained in that Workshop.

9.10 Officers and Staff members of the Commission having working knowledge of Hindi are encouraged to participate in the Cash Award Scheme for original Hindi noting/drafting in their official work. During the year 2018-19, eight cash awards were given to the Officers/Officials under various schemes related to Hindi dictation and for original work in Hindi during the previous year.

9.11 In recognition of the outstanding performance of the Commission in Hindi, Establishment-II section of the Commission has been awarded the 'Rajbhasha Running Shield' for the year 2017-18.

**F. OFFICIAL LANGUAGE INSPECTIONS**

9.12 To ensure proper compliance of the Official Language Policy and Programme, three Sections of the Commission, i.e. Policy and Planning-I (P&P-I), Research and Analysis (R&A) and Confidential-II (C-II) were inspected during the year 2018-19. Appropriate guidelines were also issued to overcome the shortcomings found during the inspection.



# APPENDICES





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

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

New Delhi – 110001, Dated 4 Nov. 1975.

**RESOLUTION**

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

**2. CONSTITUTION OF THE SUBORDINATE SERVICES COMMISSION.**

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

**3. FUNCTIONS**

The Subordinate Services Commission will make recruitment to non-technical Class III posts in the Departments of the Govt. of India and in the subordinate offices except those posts for which recruitment is made by the Railway Service Commissions, Staff in the offices of the Comptroller and Auditor General and the Accountants General and industrial establishments. The Commission will among other things conduct examinations whenever required for recruitment to the posts within their purview and for ensuring that as far as possible the actual recruitment is made on a zonal basis so as to enable candidates from different regions to be absorbed in the vacancies arising within the respective regions, the examinations would be held as far as possible on different centres and successful candidates posted, to the extent possible to their home States/Regions.

The Commission will, in particular

(1) Conduct the Clerks Grade competitive examinations for recruitment of Lower Division Clerks in respect of the following :-

- (i) Indian Foreign Service (B) Grade – IV;
- (ii) Railway Board Secretariat Clerical Service – Grade II
- (iii) Central Secretariat Clerical Service – Lower Division Grade;
- (iv) Armed Forces 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 I.F.S. (B)/Railway Board Secretariat Clerical Service/Central Secretariat Clerical Service/Armed Forces Headquarters Clerical Service.
- (2) hold competitive examination for recruitment to Grade III of the Central Secretariat Stenographers Service.
- (3) hold Departmental Examination For :
  - (i) Promotion from Class IV to Class III of the Central Secretariat Clerks Grade;
  - (ii) Promotion from LDCs Grade to UDCs Grade of the C.S.C.S. for the Ministries/Departments of the Government of India;
  - (iii) Promotion from Grade III to Grade II of the Central Secretariat Stenographers Service.
- (4) Conduct Quarterly and monthly Typewriting Test in English and Hindi.
- (5) Prepare schemes for recruitment to Class III non-technical posts in the Subordinates Offices of the Government of India in consultation with the Departments concerned.
- (6) Conduct examinations for recruitment to non-technical Class III posts in the subordinate services in the Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices as may be specified by the Govt. from time to time.

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

However, in order to facilitate the smooth takeover of work relating to recruitment by the Subordinate Services Commission, in the first phase the Commission will take over the existing functions of the Examination Wing of the Institute of Secretariat Training and Management. In the second phase, the Commission will take over recruitment to Class III non-technical posts in subordinate offices and Departments located in Delhi, excluding posts recruitment to which is made by the Railway Service Commission, staff in the offices of the Comptroller & Auditor General and the Accountants General and industrial establishment, in consultation with the Ministries/Department concerned. In subsequent phases, the Commission will take over recruitment to Class III non-technical posts in the subordinate and other offices located outside Delhi, in consultation with the Ministries/Departments concerned, but excluding posts recruitment to which is made by the Railway Service Commissions, staff in the offices of the Comptroller & Auditor General and the Accountants General and industrial establishments.

#### **4. DUTIES AND RESPONSIBILITES OF THE CHAIRMAN AND MEMBER :**

##### **CHAIRMAN :**

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

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

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

**MEMBER:**

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

**5. DELEGATION OF POWERS.**

The Chairman of the Subordinate Services Commission will exercise the Administrative and financial powers of the 'Head of Department' and Secretary that of 'Head of Office'.

**6. LOCATION OF OFFICE**

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

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

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

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

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

Dated, 4 Nov. 75

Copy forwarded to :-

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

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

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

**Sd/-**

**(R.C. Gupta)**

**Under Secretary to the Govt. of India**

**NOTE:**

- i) Subordinate Service Commission was renamed as the Staff Selection Commission w.e.f. 26.9.1977.
- ii) Those in charge of Regional Offices were known initially as Controller of Examinations. They were subsequently re-designated as Regional Directors.
- iii) The original Resolution No. 46/1(S)/74-Estt.(B) dated 4.11.1975 has so far been amended six times.
  - (a) Resolution NO. 24012/42/78-Estt. (B) dated 17.3.79.
  - (b) Resolution No. 24012/31/85-Estt. (B) dated 7.9.89
  - (c) Resolution No. 39018/1/98-Estt (B) dt. 21.05.1999
  - (d) Resolution No. 24012/8-A/2003-Estt (B) dt. 13.11.2003
  - (e) Resolution No. 24012/8-A/2003-Estt (B) dt. 29.09.2005
  - (f) Resolution No.39018/01/1998-Estt.(B)-Vol.II dated 14.1.2011

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

New Delhi, the 21<sup>st</sup> 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 4<sup>th</sup> November, 1975 laying down the functions of SSC are also being carried out simultaneously.

4. This issues with the concurrence of the Comptroller and Auditor General of India in respect of persons working in the Indian Audit and Accounts Department.

Sd/-

**Director**

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

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

**No. 39018/1/98-Estt. (B).**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

**New Delhi, the 21st May, 1999**

### RESOLUTION

**No.39018/1/98-Estt. (B).**—The Government of India, in the Department of Personnel and Administrative Reforms vide its Resolution No. 46/l(S)/74-Estt. (B) dated the 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (now Group ‘C’) (non-technical) posts in the various Ministries/ Departments of the Government of India and in Subordinate Offices. The functions of the Staff Selection Commission have enlarged from time to time and now it has been decided that the Staff Selection Commission will take over the recruitment to all Group ‘B’ Posts in the pay scale the maximum of which is less than Rs. 10,500 from the Union Public Service Commission. Accordingly and in view of the directions of the Supreme Court in Radhey Shyam Versus Union of India and Others., the constitution and the functions of the Staff Selection Commission shall with effect from 1st June, 1999, be as under :-

#### **1. Constitution of the Staff Selection Commission**

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

#### **2. Functions**

- (1) The Staff Selection Commission shall –
- (a) make recruitment to (i) all Group ‘B’ Posts in the various Ministries /Departments of the Government of India and their attached and Subordinate Offices' which are in the pay scales the maximum of which is below Rs.10,500; and (ii) all non-technical Group ‘C’ posts in the various Ministries/Departments of the Government of India and their attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.

- (b) Conduct examinations and/or interviews, whenever required, for recruitment to the posts within its purview. The examinations would be held as far as possible at different centres and successful candidates posted, to the extent possible, to their home State/Region.

The Commission shall in particular:-

**(a) hold Competitive Examinations for recruitment to**

- (i) the posts of Lower Division Clerks in the various Ministries /Departments, Attached and Subordinate Offices, of the Government of India including those participating in the Central Secretariat Clerical Service/ Indian Foreign Service (B)/Railway Board Secretariat Clerical Service and the Armed Forces Head Quarters Clerical Service;
- (ii) the posts of Grade 'C' and Grade 'D' Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service (B)/Railway Board Secretariat Stenographers Service/Armed Forces Head-Quarters Stenographers Service and to the posts of Stenographers in other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services.
- (iii) the posts of Assistants in the various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/IFS(B)/Railway Board Secretariat Service/Armed Forces Head-Quarters Civil Service.
- (iv) the posts of Inspectors of Central Excise in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom Houses, Assistant Enforcement Officers in Directorate of Enforcement, Grade II of Delhi Administration Subordinate Services.
- (v) the posts of Sub-Inspectors in Delhi Police, Central Bureau of Investigation and Central Police Organisations;
- (vi) the posts of Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Divisional Clerks in Attached/Subordinate Offices of the Government of India.

**(b) hold Departmental Examination for**

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

(B)/Railway Board Secretariat Stenographers Service/Armed Forces Head-Quarters Stenographers Service.

- (c) conduct periodical Typewriting Test in English and Hindi;
- (d) prepare schemes for recruitment to all Group 'B' Posts which are in the pay scales the maximum of which is below Rs. 10500 and Group 'C' nontechnical posts in the Ministries/Departments of the Government of India including its attached and Subordinate Offices in consultation with the Departments concerned;
- (e) conduct examinations/selections for recruitment to all Group 'B' Posts which are in the pay scales the maximum of which is below Rs. 10500 and all Group 'C' non-technical posts in the Ministries/Departments of the Government of India and their attached and subordinate Offices as maybe specified by the Government from time to time;
- (f) perform such other functions as may be entrusted to it by the Central Government from time to time.

**3. Powers, functions and responsibilities of the Chairman and Members**

**(a) Chairman –**

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

1) ascertaining from the Departments the number of vacancies including those reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, etc. in Group 'B' posts which are in the pay scales the maximum of which is less than Rs. 10,500 and all Group 'C' non-technical posts, for which recruitment has to be made, selecting suitable candidates through competitive examinations/ interviews, recommending selected candidates for appointment against the reported vacancies and maintaining records of appointment made by it;

2) submitting an Annual Report of the activities of the Staff Selection Commission to the Department of the Personnel and Training.

3) performing such other duties as may be entrusted to him by the Department of Personnel and Training.

**(b) Members:**

The Members shall-

1) assist the Chairman in conducting examinations and interviews of candidates, wherever necessary.

2) perform such other duties as may be assigned to him by the Chairman.

**4. Delegation of Powers:-** In carrying out the functions of the Staff Selection Commission, the Chairman may exercise all administrative and financial powers of the 'Head of the Department' and Secretary that of 'Head of Office'.



5. **Location of Office:-** The Headquarters of the Staff Selection Commission shall be at Delhi. Regional or Sub-Regional Offices of the Commission which are operating at present is at Appendix-I. The Commission may, with the approval of the Department of Personnel and Training, open more Regional and Sub-Regional Offices of the Commission at such other places as may it may consider necessary.

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

**SMT. BHAVANI THYAGARAJAN, Director**

**ORDER**

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

**Sd/-  
Director**

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

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

New Delhi, the 21<sup>st</sup> 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, 13<sup>th</sup> 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 4<sup>th</sup> November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26<sup>th</sup> 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. 1<sup>st</sup> 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 24<sup>th</sup> May, 1999.

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

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

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

New Delhi the 29<sup>th</sup> 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 4<sup>th</sup> November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26<sup>th</sup> 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. 1<sup>st</sup> 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.”

Sd/-

(Smt. Shubha Thakur)

Under Secretary to the Government of India

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

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

To,

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

**Copy forwarded to:**

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

Sd/-

(Smt. Shubha Thakur)

Under Secretary to the Government of India

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

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

**RESOLUTION**

**New Delhi, dated the 14 January, 2011**

No. 39018/01/1998-Estt. (B)-Vol.II – Government of India, in the Department of Personnel & Administrative Reforms vide its Resolution No.46/1(S)/74-Estt.(B) dated 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission with effect from 26<sup>th</sup> September, 1977 to make recruitment to various Class III (now Group 'C') non-technical posts in the various Ministries/Departments of the Government of India and its subordinate offices. The functions of the Commission were enlarged from time to time to include recruitment to Group 'B' (Non-Gazetted) posts upto the pay scale of Rs. 6500-10500/-. Consequent to revision of Pay Scales w.e.f. 1.1.2006 and reclassification of all civil posts under Government vide Order No. S.O. 946(E) dated 9th April, 2009, it has become necessary to redefine the functions and role of the Commission. Therefore, in supersession of Resolution No. 46/I(S)/74-Estt.(B) dated 4th November, 1975 and subsequent Resolutions on the subject, the constitution and functions of the Staff Selection Commission will be as under with immediate effect.

**1. Constitution of the Staff Selection Commission**

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

**2. Functions**

The Staff Selection Commission shall-

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

**3. Powers, functions and responsibilities of the Chairman and Members**

**(A) Chairman**

The Chairman, as administrative Head of the Staff Selection Commission, shall be responsible for causing:-

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

**(B) Members**

The Members shall

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

**4. Delegation of Powers**

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

**5. Location of Office**

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

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

Sd/-

**(Ms. Mamta Kundra)**

**Joint Secretary to the Government of India**

**ORDER**

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

Sd/-

**(Ms. Mamta Kundra)**

**Joint Secretary to the Government of India**

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

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

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

\*\*\*\*\*

**New Delhi, the 24 July, 2012**

**RESOLUTION**

No. 24012/29/2011-Estt.(B) --- Government of India in the Department of Personnel & Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt.(B) dated 4<sup>th</sup> November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from 26<sup>th</sup> September, 1977 to make recruitment to various Class III (now Group 'C') (non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate offices. The functions of the Staff Selection Commission was enlarged from time to time and, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/01/1998-Estt.(B)-Vol.II dated 14.1.2011.

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

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

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

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

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

**Sd/-  
(U.S. Chattopadhyay)  
Under Secretary to the Government of India**

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

To

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

**STAFF SELECTION COMMISSION**

(To be published in the Gazette of India, Extraordinary, Part I Section I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

**RESOLUTION**

New Delhi, 17 February, 2016

No. 39018/01/2012-Estt (B) .....Government of India in the Department of Personnel & Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt (B) dated 04<sup>th</sup> November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated a Staff Selection Commission effective from the 26<sup>th</sup> September, 1977 to make recruitment to various Class III (now Group 'C') (non-technical) posts in the various Ministries / Departments of the Government of India and in Subordinate offices. The functions of the Staff Selection Commission was enlarged from time to time and, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/01/1998-Estt (B), Vol.II dated 14.1.2011 and No. 24012/29/2011-Estt (B) dated 24.07.2012.

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

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

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

**Sd/-**

**(Dr. Devesh Chaturvedi)**

**Joint Secretary to the Government of India**

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

To

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

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

Dated : 17.02.2016

Copy forwarded to :-

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

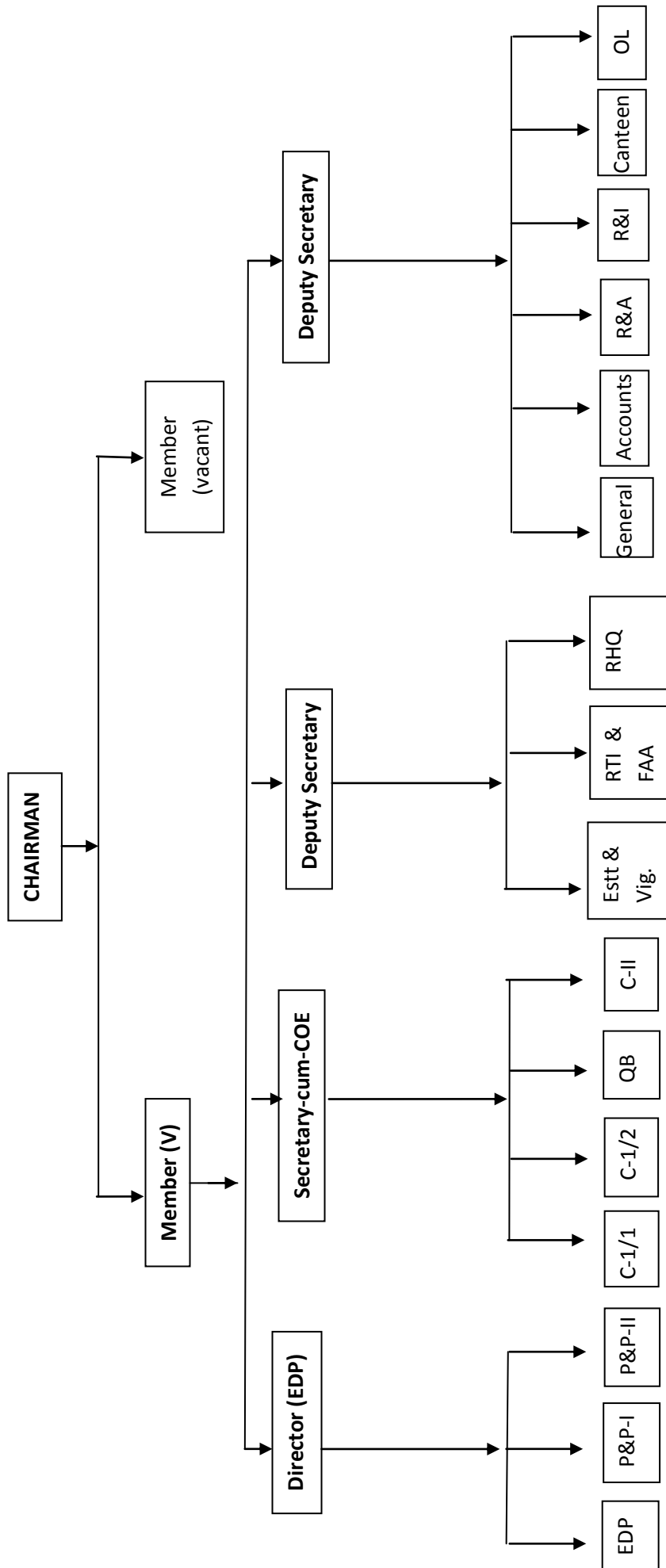
Sd/-

(Mukesh Kumar)

Under Secretary to the Government of India

**Appendix-B**

**ORGANISATIONAL CHART OF STAFF SELECTION COMMISSION (HQ) AS ON 31.03.2019**





STAFF SELECTION COMMISSION

HEADQUARTERS OFFICE

a)	CHAIRMAN	SHRI ASHIM KHURANA
	MEMBER	SHRI SANJAY VARMA
	MEMBER	Vacant
b)	<b><u>REGIONAL OFFICES</u></b>	<b><u>(REGIONAL DIRECTORS)</u></b>
	CENTRAL REGION	SHRI RAHUL KUMAR SACHAN
	EASTERN REGION	SMT. PRIYANKA BASU INGTY
	KERALA KARNATAKA REGION	SMT. VIJAYALAKSHMI P. BIDARI
	NORTHERN REGION	SHRI GAJENDAR SINGH THAKUR
	NORTH EASTERN REGION	SHRI NAGACHAN ZIMIK
	SOUTHERN REGION	SHRI K.NAGARAJA
	WESTERN REGION	Dr. (SMT) VANI ANAND SINGH
	<b><u>SUB-REGIONAL OFFICES</u></b>	<b><u>(DEPUTY DIRECTORS)</u></b>
	MADHYA PRADESH REGION	SHRI V. M. PATWA
	NORTH-WESTERN REGION	SHRI WREN MISHRA

**LIST OF 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 PRAKASH CHANDER*	20.12.2004	23.11.2005
9.	SHRI I.M.G. KHAN**	28.11.2005	12.01.2006
10.	SHRI BRAHM DUTT**	13.01.2006	30.10.2006
11.	DR. (SMT.) C T MISRA	30.10.2006	27.10.2008
12.	SMT. VIBHA PURI DAS**	29.10.2008	23.04.2009
13.	SHRI N.K. RAGHUPATHY	24.04.2009	02.03.2013
14.	SHRI A. BHATTACHARYYA	20.03.2013	02.12.2015
15.	SHRI ASHIM KHURANA	09.12.2015	Continuing

\* Acting Chairman

\*\* Additional Charge

**LIST OF MEMBERS OF THE STAFF SELECTION COMMISSION  
(Since 01.07.1976)**

Sl. No.	NAME	FROM	TO
1.	SHRI H.N. TRIVEDI	01.11.1976	31.12.1979
2.	SHRI AMAR SINGH	07.01.1980	19.12.1982
3.	SHRI B.R.R. IYENGER	08.03.1983	07.03.1988
4.	SHRI N.K. AGGARWAL	17.07.1986	16.07.1991
5.	SHRI S.N. BAJPE	11.01.1989	22.07.1990
6.	SHRI A. JAYARAMAN	10.10.1990	09.10.1995
7.	SHRI A.K. SINGHAL	01.12.1991	11.01.1993
8.	SHRI GURBACHAN SINGH	05.01.1996	04.01.2001
9.	SHRI S.S. ROY	16.03.1998	04.08.1998
10.	SHRI D.S. MUKHOPADHYAY	25.02.1999	15.11.2000
11.	SHRI R.K. TANDON	30.03.2001	24.01.2004
12.	SHRI PRAKASH CHANDER	16.08.2001	15.08.2006
13.	SMT PRATIBHA MOHAN	08.10.2004	07.10.2009
14.	SHRI V. KANNAN	05.05.2008	20.07.2011
15.	SHRI S.K.LOHANI	12.10.2009	11.10.2010
16.	DR. DEO DUTT SHARMA	25.01.2012	06.03.2014
17.	SHRI SANJAY VIKRAM SINGH	20.06.2011	19.06.2016
18.	SHRI C.P. JAIN	07.03.2014	15.12.2016
19.	SHRI MANOJ KUMAR PANDEY	15.07.2016	15.03.2019
20.	SHRI SANJAY VARMA	21.06.2018	Continuing

**Name / Pay Level of Various Posts**

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

**STAFF SELECTION COMMISSION**

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

**NOTE :** The Posts of Jt. Director (ER), Jt. Director (R&A), Dy. Director (HQ), Finance and Budget Officer and Research Officer Gr.II have been excluded from the statement as these posts have been lying vacant in the Commission for the last 10-13 years.

**Sanctioned Strength of Staff Selection Commission as on 31.03.2019**

**Group - A**

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
1	Chairman	01	-	-	-	-	-	-	-	-	-	1
2.	Member	02	-	-	-	-	-	-	-	-	-	2
3	Secretary-cum-COE	01	-	-	-	-	-	-	-	-	-	1
4	Director	01	-	-	-	-	-	-	-	-	-	1
5	Deputy Secretary	04	-	-	-	-	-	-	01	-	01	6
6	Joint Director (ER)	01	-	-	-	-	-	-	-	-	-	1
7	Joint Director (R&A)	01	-	-	-	-	--	-	-	-	-	1
8	Finance & Budget officer	01	-	-	-	-	-	-	-	-	-	1
9	Regional Director	-	01	01	01	01	01	01	-	01	-	7
10	Deputy Director	01	-	04	02	03	02	02	01	01	01	17
11	Deputy Director (R&A)	01	-	-	-	-	-	-	-	-	-	1
12	Deputy Director (OL)	01	-	-	-	-	-	-	-	-	-	1
13	Under Secretary	17	03	-	-	-	-	-	-	-	-	20
14	Deputy Director (EDP)	02	-	-	-	-	-	-	-	-	-	2
15	Sr. Principal Private Secretary	01	-	-	-	-	-	-	-	-	-	1
16	Principal Private Secretary	03	-	-	-	-	-	-	-	-	-	3
	<b>Total</b>	<b>38</b>	<b>04</b>	<b>05</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>03</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>66</b>

**Group 'B'**

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
17	Accounts Officer	-	01	01	01	01	01	-	-	-	-	5
18	Research Officer Gr.II	01	-	-	-	-	-	-	-	-	-	01
19	Section Officer/Asstt. Dir.	29	09	08	06	08	04	04	03	04	03	78
20	Assistant Director (OL)	01	-	-	-	-	-	-	-	-	-	1
21	Private Secretary (Steno Gr. A+B merged)	08	01	01	01	01	01	01	01	01	01	17
22	Programmer	01	-	-	-	-	-	-	-	-	-	1
23	DPA Grade B	04	-	-	-	-	-	-	-	-	-	4
24	Accountant	01	-	01	01	01	01	01	01	01	01	9
25	Assistant Section Officer	40	10	09	08	07	03	07	03	05	03	95
26	Stenographer Grade 'C'	09	-	-	01	-	01	01	01	01	01	15
27	STO	02	-	-	-	-	-	-	-	-	-	2
28	Research Assistant Gr. I	02	-	-	-	-	-	-	-	-	-	2
29	Canteen Manager Gr. II	01	-	-	-	-	-	-	-	-	-	1
	<b>Total</b>	<b>99</b>	<b>21</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>11</b>	<b>14</b>	<b>09</b>	<b>12</b>	<b>09</b>	<b>231</b>

**Group 'C'**

S. No	Name of the Post	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
30	Research Assistant Gr. II	03	-	-	-	-	-	-	-	-	-	03
31	DPA Grade 'A'	11	03	-	-	-	-	-	-	-	-	14
32	JTO	01	01	01	01	01	01	01	-	01	-	08
33	Librarian Grade II	01	-	-	-	-	-	-	-	-	-	01
34	DEO(Grade 'C')	03	02	-	-	-	-	-	-	-	-	05
35	DEO(Grade 'B')	07	01	-	-	-	-	-	-	-	-	08
36	Caretaker	01	-	-	-	-	-	-	-	-	-	01
37	Sr. Secretariat Asstt.	08	01	01	01	01	01	01	-	01	01	16
38	Stenographer Grade 'D'	09	01	02	01	02	01	01	01	01	01	20
39	DEO(Grade 'A')	09	01	02	03	01	01	02	01	01	01	22
40	Junior Secretariat Asstt.	01	01	01	01	01	01	01	01	01	01	10
41	Staff Car Driver	02	01	01	01	01	01	01	01	01	-	10
42	MTS	40	09	09	09	11	05	12	05	07	05	112
43	Assistant Manager	01	-	-	-	-	-	-	-	-	-	01
44	Coupon Clerk	02	-	-	-	-	-	-	-	-	-	02
45	Halwai cum Cook	02	-	-	-	-	-	-	-	-	-	02
46	Assistant Cook	01	-	-	-	-	-	-	-	-	-	01
47	Canteen Attendant	08	-	-	-	-	-	-	-	-	-	08
	<b>Total</b>	<b>110</b>	<b>21</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>11</b>	<b>19</b>	<b>09</b>	<b>13</b>	<b>09</b>	<b>244</b>

**GROUP /CATEGORY-WISE SANCTIONED STRENGTH**

Group	HQ	Regional and Sub-Regional Offices	Total
Group 'A'	38	28	66
Group 'B'	99	132	231
Group 'C'	110	134	244
<b>TOTAL</b>	<b>247</b>	<b>294</b>	<b>541</b>

**REGIONAL AND SUB-REGIONAL OFFICES OF  
STAFF SELECTION COMMISSION**

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

\* Separate Regional Office carved out on 26.09.1979



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

<b>Region</b>	<b>Regional Head - quarters.</b>	<b>Address</b>	<b>States/ Territories Constituting the Region</b>	<b>Telephone No. of Regional / Sub-Regional Offices</b>
<b>Regional Offices</b>				
Northern Region	Delhi	Staff Selection Commission, Northern Region, Block No. 12, CGO Complex Lodhi Road, New Delhi – 110003.	Rajasthan, Delhi and Uttarakhand	Helpline No. 011-24367526 011-24363343 011-24360944(Fax)
Central Region	Prayagraj	Staff Selection Commission(Central Region) 21-23, Lawther Road, Prayagraj – 211 002.	Bihar and Uttar Pradesh	Helpline No. 0532-2406000 9452424060 0532 -2970492(Fax)
Eastern Region	Kolkata	Staff Selection Commission, Eastern Region, Nizam Palace, Ist M.S.O. Building, (8th Floor), 234/4, A.J.C. Bose Road, Kolkata – 700020.	Odisha, West Bengal, Sikkim, Jharkhand and Union Territory of Andaman & Nicobar Islands	033-22902230 033-22904424(Fax) Helpline No. 9477461228 9477461229
North Eastern Region	Guwahati	Staff Selection Commission(NER), Housefed Complex, Last Gate-Basistha Road, P.O.Assam Sachivalaya, Dispur, Guwahati-781006	Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura	0361-2228929 0361-2224779(Fax) Helpline No. 9085015252 9531456804
Western Region	Mumbai	Staff Selection Commission(Western Region), 1 <sup>st</sup> Floor, South Wing, Prathistha Bhavan (Old C.G.O.Building) 101, M.K. Road, Mumbai – 400020	Goa, Gujarat, Maharashtra and Union Territories of Daman, Diu, Dadar & Nagar Haveli	022-22019118, 22018527, 22018521, 23646033, 22018866, 20821040 Helpline No. 9869730700 7738422705

**STAFF SELECTION COMMISSION**

Southern Region	Chennai	Staff Selection Commission(SR), EVK Sampath Building, 2nd Floor, College Road, Chennai – 600006.	Andhra Pradesh , Telangana, Tamil Nadu and Union Territory of Puducherry	Helpline No. 044-28251139 9445195946
Kerala & Karnataka Region	Bengaluru	Staff Selection Commission(Karnataka -Kerala Region), Kendriya Sadan, E-Wing, Koramangala, Bengaluru – 560034.	Karnataka, Kerala and Union Territory of Lakshadweep	Helpline No. 080-25502520 (Kannada) 09453862020(Malayalam)
<b>Sub-Regional Offices</b>				
Madhya Pradesh Region	Raipur	Staff Selection Commission (MPR), J-5, Anupam Nagar, Raipur(C.G.)-492007.	Madhya Pradesh and Chhattisgarh	0771-2282678 (Fax) 0771-2282507
North Western Region	Chandigarh	Staff Selection Commission (North Western Region), Block No. 3, Ground Floor, Kendriya Sadan, Sector - 9, Chandigarh – 160017.	Himachal Pradesh, Haryana, Punjab, Jammu & Kashmir and UT of Chandigarh	0172- 2749378 0172-2742144 (Fax) Helpline No. 0172-2744366

**Recruitment to Group “B” posts from 01.04.2018 to 31.03.2019**

Name of Region	No. of applications						No. of candidates Selected.							
	UR	SC	ST	OBC	ExS*	PwD*	Total	UR	SC	ST	OBC	ExS*	PwD*	Total
<b>CR</b>	1405	1716	147	2100	90	00	5368	02	00	00	01	00	00	03
<b>ER</b>	4310	2824	854	2908	112	259	10896	13	02	04	10	00	00	29
<b>KKR</b>	354	408	128	647	73	88	1537	04	01	01	02	00	00	08
<b>MPR</b>	712	297	164	585	00	00	1758	02	00	00	00	00	00	02
<b>NR</b>	8516	5383	1852	5665	206	334	21416	71	38	04	76	00	02	189
<b>NER</b>	343	260	437	311	14	22	1351	05	01	02	02	00	00	10
<b>NWR</b>	6731	4169	907	5916	68	218	17723	06	01	01	02	00	00	10
<b>SR</b>	2840	1924	769	3691	29	216	9224	04	00	00	00	00	00	04
<b>WR</b>	742	1219	250	839	11	88	3050	19	03	01	09	00	00	32
<b>Total</b>	<b>25953</b>	<b>18200</b>	<b>5508</b>	<b>22662</b>	<b>603</b>	<b>1225</b>	<b>72323</b>	<b>126</b>	<b>46</b>	<b>13</b>	<b>102</b>	<b>00</b>	<b>02</b>	<b>287</b>

\* ExS & PwD Included in the main category.

**APPENDIX-E -I**

**Recruitment to Group “C” posts from 01.04.2018 to 31.03.2019**

Name of Region	No. of applications						No. of candidates Selected.							
	UR	SC	ST	OBC	ExS*	PwD*	Total	UR	SC	ST	OBC	ExS*	PwD*	Total
<b>CR</b>	374	448	35	501	10	00	1358	11	02	01	08	00	00	22
<b>ER</b>	20897	25095	9508	22213	1115	987	77713	42	07	08	29	00	03	86
<b>KKR</b>	2718	2632	764	3647	229	376	9761	18	02	01	05	00	01	26
<b>MPR</b>	783	1193	440	1717	00	00	4133	04	00	02	01	00	00	07
<b>NR</b>	24334	27086	13113	31452	838	2239	95985	09	02	00	04	00	01	15
<b>NER</b>	410	506	628	561	22	68	2105	01	00	00	01	00	00	02
<b>NWR</b>	3418	5855	751	4074	56	439	14098	30	14	03	04	00	00	51
<b>SR</b>	1746	3035	1220	3522	258	28	9523	25	02	00	14	00	00	41
<b>WR</b>	628	1166	405	1286	97	39	3485	16	06	03	07	00	00	32
<b>Total</b>	<b>55308</b>	<b>67016</b>	<b>26864</b>	<b>68973</b>	<b>2625</b>	<b>4176</b>	<b>218161</b>	<b>156</b>	<b>35</b>	<b>18</b>	<b>73</b>	<b>0</b>	<b>5</b>	<b>282</b>

\* ExS & PwD Included in the main category.