सत्यमेव जयते

ANNUAL REPORT
2015-16

STAFF SELECTION COMMISSION
Government of India
Ministry of Personnel, Public Grievances & Pensions

STAFF SELECTION COMMISSION

HEADQUARTERS OFFICE

a)	CHAIRMAN	SHRI ASHIM KHURANA*
	MEMBER	SHRI SANJAY VIKRAM SINGH
	MEMBER	SHRI C.P. JAIN
b)	REGIONAL OFFICES	(REGIONAL DIRECTORS)
	CENTRAL REGION	SHRI JAI PRAKASH GARG
	EASTERN REGION	SHRI B BANDYOPADHYAY
	KERALA KARNATAKA REGION	SMT. VIJAYALAKSHMI P. BIDARI
	NORTHERN REGION	SHRI VILAS BURDE
	NORTH EASTERN REGION	SHRI NAGACHAN ZIMIK
	SOUTHERN REGION	SHRI A. MURUGAIYAN
	WESTERN REGION	SHRI K.B. JAGTAP
	SUB-REGIONAL OFFICES	(DEPUTY DIRECTORS)
	MADHYA PRADESH REGION	SHRI V. M. PATWA
	NORTH-WESTERN REGION	SHRI WREN MISHRA

* w.e.f. 9.12.2015

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	06.03.20.14
17.	SHRI SANJAY VIKRAM SINGH	20.06.2011	Continuing
18.	SHRI C.P. JAIN	07.03.2014	Continuing

CONTENTS

ABBREVIATIONS USED

AC	Admission Certificate/Acknowledgement Card
AFHQ	Armed Forces Headquarters
ARC	Administrative Reforms Commission
ASSTT	Assistant
BSF	Border Security Force
CAG	Comptroller & Auditor General
CBI	Central Bureau of Investigation
CE	Central Excise
CGE	Clerks Grade Examination
CGL	Combined Graduate Level
CISF	Central Industrial Security Force
CML	Combined Matric Level
CONF	Confidential
CPOs	Central Police Organizations
CR	Central Region
CRFS	Central Recruitment Fee Stamp
CRPF	Central Reserve Police Force
CSCS	Central Secretariat Clerical Service
CSSS	Central Secretariat Stenographers Service
C-I/1	Confidential-I/1
C-I/2	Confidential-I/2
C-II	Confidential-II
DAVP	Directorate of Advertising & Visual Publicity
DD	Deputy Director
DOPT	Department of Personnel & Training
DS	Deputy Secretary
EDP	Electronic Data Processing
EHQ	Examination Headquarters

ER	Eastern Region / Examination Reform
EXS	Ex-Servicemen
EWA	Examination Work Attendant
E-I	Establishment-I
E-II	Establishment-II
FC	Facilitation Counter
HH	Hearing Handicapped
HQs.	Headquarters
IFS	Indian Foreign Service
INV	Investigator
IPOs	Indian Postal Orders
ISTM	Institute of Secretariat Training & Management
I T	Income Tax
ITBP	Indo-Tibetan Border Police
JD	Joint Director
JE	Junior Engineer
JT	Junior Translator
KKR	Kerala Karnataka Region
LDC	Lower Division Clerk
MC	Medical Certificate
MPR	Madhya Pradesh Region
NER	North Eastern Region
NOC	No Objection Certificate
NQ	Not Qualified
NR	Northern Region
NWR	North Western Region
OBC	Other Backward Classes
OH	Orthopedically Handicapped
OL	Official Language

OMR	Optical Marks Reader
PET	Physical Endurance / Efficiency Test
PG	Public Grievance
PH	Physically Handicapped
P&P	Policy & Publicity
PT	Preliminary Test/Personality Test/Proficiency Test
QB	Question Bank
QPT	Qualified for Personality Test
R&A	Research & Analysis
RD	Regional Director
RHQ	Recruitment Headquarters
R&I	Receipt & Issue
RTI	Right to Information
SC	Scheduled Caste
SICPO	Sub-Inspector in Central Police Organization
SO	Section Officer
SO (A)	Section Officer (Audit)
SO (CA)	Section Officer (Commercial Audit)
SR	Southern Region
ST	Scheduled Tribe
TREX	Transmission Executive
UDC	Upper Division Clerk
UR	Unreserved
US	Under Secretary
VH	Visually Handicapped
VIG	Vigilance
WR	Western Region

EXECUTIVE SUMMARY

1. The Staff Selection Commission is one of the largest recruiting agencies in the world in the Government sector in terms of number of applicants. The Commission is entrusted with the task of making recruitment to all Group 'B' (non-gazetted) and Group 'C' (non-technical) posts in various Ministries/ Departments of Government of India and their Attached and Sub-ordinate Offices except those posts exempted from the purview of Commission.

    (Chapter II)

2. The Commission also conducts Limited Departmental Competitive Examinations for promotion from (i) MTS to LDC Grade, (ii) LDC to UDC Grade and (iii) Stenographer grade 'D' to Stenographer grade 'C'. The Commission also holds periodical typewriting tests in English and Hindi.

    (Chapter-II)

3. The Staff Selection Commission has its Headquarters in New Delhi. It has a nationwide network of nine Regional / Sub-Regional Offices located at Allahabad, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, and Sub-Regional Offices located at Chandigarh and Raipur. The Regional /Sub-Regional Offices implement the policies and programmes of the Staff Selection Commission which include holding of examinations at various centres all over the country with the help of the State Governments.

    (Chapter-II)

4.   For smooth conduct of the examinations and to fully achieve the objectives of merit based selection, the Commission constantly reviews the examination procedure and brings in reforms. As a result of such reviews and to bring about maximum efficiency and credibility in the examination process, several new initiatives were taken which inter-alia included installation of jammers in examination halls to check malpractices, introduction of videography to check impersonation in written examinations and typing test and utilisation of services of Central Paramilitary Forces personnel at the examination centres for frisking of candidates to check malpractices, etc. Besides, the Commission also introduced the system of online vacancy collection and online data verification.

    (Chapter-III)

5. The Commission selected 24,604 candidates for appointment to various posts through All India Open Competitive Examinations and 534 candidates against Selection Posts during the year 2015-16.

    (Chapter-III & IV)

6. Eight All India Open Competitive Examinations and three Limited Departmental Competitive Examinations were notified by the Commission during the year 2015-16. However, with effect from 01.01.2016, the Commission, in consonance with the decision of the Government, has discontinued the practice of conducting interviews for all posts of Group `B' (non-gazetted) and Group `C' (non-technical). This will increase transparency and equity by putting candidates from rural background at par with the candidates from urban areas. In addition selections were made through interviews for certain categories of posts only, the details of which are given in Chapter-V.

    (Chapter – IV)

7. A total of 1,48,27,504 candidates applied for the eight All India Open Competitive Examinations advertised during the year 2015-16. The number of candidates who applied for various Selection Posts was 1,05,514 and the number of applicants for Limited Departmental Competitive Examinations during the year 2015-16 was 864.

(Chapter-IV& V)

8. During the year 2015-16, the Commission conducted its major examinations at 9,029 venues located in 127 examination centres (i.e. cities) across the country.

(Chapter-VI)

9. Implementation of the provisions of the Official Language Act, 1963 and Official Language Rules, 1976 is a priority area for the Commission. Various initiatives were taken for progressively increasing the use of Hindi in official work during the year under report.

(Chapter-VIII)

<center>CHAPTER -I</center>

<center>INITIATIVES TAKEN AND REFORMS PROPOSED</center>

In order to enhance the Commission's operational efficiency and to facilitate merit based selection many new initiatives were taken during this year.

A.   INITIATIVES IN THE AREA OF DIGITAL INDIA

1.   Online Application System

The first step taken by the Commission towards digitazation was the introduction of online application. The online application system was first introduced in the year 2010. The system has been reviewed and updated from time to time. During the year 2015-16 about 94% applications were received online.

2.   On-line Vacancy Collection

Manual collection and compilation of vacancies was a tedious and time consuming process, often leading to double and incorrect reporting of vacancies by the User Departments. A major initiative taken in this area by the Commission during the year 2014-15 was introducing online collection of vacancies for All India Open Competitive Examinations for making the process time bound, hassle free and fool-proof which was continued during the year 2015-16 also.

3.   On-Line Data Verification

Another major initiative taken by the Commission in the area of digitization was introduction of online data verification. Accuracy of data is an essential pre-requisite for accurate results. One of the major challenges faced by the Commission was to eliminate inaccuracies in the data base caused by wrong filling up of forms by the candidates and sometimes incorrect data entry by the outsourced data processors. A major initiative taken by the Commission in this regard was introducing online data verification which has been continued, resulting in near error-free data.

4.   On-Line Finger Print Collection

The Commission has started capturing online the finger prints of candidates called for document verification. The finger prints enable the Commission to detect possible attempts at impersonation. The finger prints so collected are proposed to be shared with the User Departments for identification of the candidates by them after their nomination.

5.   Extension of CCTV Camera coverage

Activities relating to examinations are sensitive in nature and require close monitoring. Accordingly, surveillance through CCTV Cameras is being done to keep a watch on visitors in the Office premises of SSC HQs and also to monitor the handling of sensitive examination materials in the Confidential Halls.

6.   Online RTI Portal

The Commission's Headquarters and its Regional Offices have been successfully aligned to the Online RTI Portal of DoPT for receiving and handling of RTI applications and appeals. RTI applications / appeals are now being received and processed online also. This has resulted in a more efficient handling of RTI applications besides reducing paper work and achieving considerable saving of time. During the year 2015-16, 15,410 RTI Applications and 919 Appeals under the Right to Information Act, 2005 were received in the Commission's HQs and were expeditiously addressed within the stipulated period.

7.   **Video Conferencing with RDs/DDs**

Larger policy issues and modalities for conduct of examinations, etc. are discussed by the Commission with the Regional Directors / Deputy Directors before arriving at decision. Earlier the Regional Directors / Deputy Directors were required to be called to the Commission's Headquarters for such consultation. The Commission has introduced Video Conferencing with the Regional Directors during the year, which has contributed to a meaningful real time exchange of information between the Regional Offices and Headquarters and has streamlined and speeded up the decision making processes in the Commission.

B.   **OTHER INITIATIVES**

1.   In order to make the examination system user friendly, the Commission periodically reviews the same and introduces reforms. An Expert Group was constituted with the approval of the Government for reviewing the existing examination system and making recommendations. The Expert Group submitted the Report in October, 2014. The Report was deliberated in an All India Workshop with stakeholders and conclusions of the Workshop along with Commission's recommendations were submitted to Government on 7.11.2014.

2.   **Videography of opening of examination materials and conduct of Examinations**

In order to ensure free and fair conduct of examinations, in consonance with the guidelines / instructions of the Commission, the Commission introduced videography at the stage of the opening of the examination material and during the overall conduct of examination.

3.   **Modernisation of Facilitation Centre**

In pursuance of Government policy of quick and effective redressal of public grievances, the Commission took the initiative of setting up a full-fledged Facilitation Centre by improving its ambience and posting trained manpower to cater to the different needs of the candidates. In addition to attending to public grievances, the Facilitation Centre also receives applications for SSC, Northern Region, accepts RTI Applications, issues duplicate Admit Cards and attends to complaints, etc. The Facilitation Centre has been provided with seating arrangements and drinking water facility for the convenience of visiting candidates.

4.   **Chairman's Public Grievances Cell**

In addition to the normal grievances redressal mechanism at the Facilitation Centre, a Special Chairman's Public Grievances Redressal System has also been put in place where the candidates can directly e-mail their grievances to the Chairman. The grievances so received are attended to and responded under the direct monitoring of the Chairman.

5.   **Bringing out Hindi Publication "Jharokha"**

With a view to promote the use of Hindi in official work and to provide channel for employees to express their hidden creativity, the Commission started an in-house library quarterly publication in Hindi named Jharokha. The publication has been well received not only in SSC but in other Ministries as well. The publication is circulated among all Ministries/Departments of the Government of India.

6. **Facility to use Credit/Debit Cards for payment of Examination Fee**

    The examination fee for various examinations of the Commission was earlier collected through SBI Challans / Internet Banking / Credit Cards / Debit Cards of SBI and its Associate Banks. In addition to this, with effect from 2014-15, the Commission introduced the receipt of payments through Debit/Credit Cards of all Banks. This facility has been continued during the year 2015-16. This initiative has offered more choices to the candidates, which is also a step forward towards digitisation of payments by Government.

C. **REFORMS PROPOSED**

1. **Computer Based Examination**

    In order to bring more transparency in the Examination process and minimize the scope of human interference during the conduct of Examination, the Commission has proposed to the Government to allow it to conduct its Examinations in the Computer Based Mode (CBM). The proposal is under consideration with Government.

2. **On-line Receipt of Applications of candidates for Selection Posts**

    The Commission has initiated action to develop a software for computerized receipt of applications for Selection Posts. Scrutiny of applications is the most time consuming aspect of recruitment to Selection Posts and the Commission proposes to computerize this area to reduce the time taken in processing of applications.

3. **Question Bank Workshops**

    During the year 2014-15, the Commission conducted examination for over 177 lakh candidates, which was a formidable task. A sound Question Bank is an essential pre-requisite for the smooth conduct of examinations of such magnitude. The Commission therefore conducts Question Bank Workshops from time to time to replenish its stock of questions in the Question Bank.

4. **Voice Recorded Dictation for Stenography Test**

    With a view to bring about uniformity in the administration of skill test for stenography, the Commission proposes to introduce audio-recorded stenography passages for Stenography skill tests. This modality would also considerably reduce the cost of conduct of Stenography Test.

5. **Standardization of Notice for Selection Posts**

    The Commission has decided to publish a Standardized Notice for Selection Posts after finalisation of the modalities relating to the revised procedure for recruitment of Selection Posts.

6. Pasting of post-card size recent Photograph of the Candidate on the candidate's copy of Admit Card to be attested by PST/PET Board for Constables (GD) Examination

    It was decided that a recent post-card size photograph of the Candidate, duly attested by the PST/PET Board of CAPFs, may be affixed on the candidate's copy of the Admit Cards for Constable (GD) recruitment, and that the production of which may be made compulsory in the written exam, for verification of the identity of the candidates, so as to reduce the chances of impersonation.

7. **Conduct of Examination in respect of VH & Cerebral Palsy candidates at the Centre opted by them**

    The Commission has issued guidelines to identify examination venues wherein seating arrangements for PwD candidates is made on the ground floor so that they are not inconvenienced in any way. Visually Handicapped / Cerebral Palsy candidates seeking help of Scribes are allotted in specific venue and help of Scribes is accorded to them as per the norms. Compensatory time of 20 minutes per hour is also provided to such candidates.

8. **Rejection of multiple applications by NIC before handing over data to RDs.**

    The present practice of splitting the candidates' application database, manually, into many discrete files and sending it to concerned Regions through email or CD, has a risk factor in resulting in data disparity / errors which is required to be discontinued at the earliest. A suitable software application for auto-rejection of multiple applications, made by a single candidate at the initial stage itself developed by Technical Director (NIC) in consultation with Director (EDP) has been introduced from the forthcoming CGLE Examination, 2016 to effectively curb multiple applications.

9. **Provision to obtain the AADHAR Card No. in the Application Form by the candidates**

    The provision to obtain the AADHAR Card No. (on optional basis), along with the Permanent Address of the applicant in the Application Form has been made in the Examination Notice and Application Form of SI in CPOs Exam, 2016 and it has also been included in CGLE, 2016. It has been decided that provision of obtaining AADHAR Card No. from candidates may be continued in future examinations.

CHAPTER–II
FUNCTIONS AND ORGANISATIONAL STRUCTURE OF
STAFF SELECTION COMMISSION

2.1   HISTORICAL BACKGROUND

As per Article 320 of the Constitution, the examinations for recruitment to all posts and services of the Central Government are required to be conducted by the UPSC. The Estimates Committee of Parliament in its 47th Report (1967-68) recommended 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 Government of India.

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

2.1(B) The Subordinate Services Commission was subsequently re-designated as Staff Selection Commission (SSC) on 26th September, 1977 to make recruitment to Class III (now Group 'C') non-technical posts in the various Ministries/Departments of the Government of India and their subordinate / attached offices. The functions of the Staff Selection Commission have been enlarged from time to time. From May, 1999, the Commission was entrusted recruitment to all Group 'B' posts (non-gazetted) in pay scales the maximum of which was less than Rs.9300-34800 (Grade Pay Rs.4600) earlier done by the Union Public Service Commission. 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.4600).

2.1(C) The functions of the Staff Selection Commission as per Resolution No. 39018/1/98-Estt (B) dated 21.05.1999 and its subsequent amendments vide Resolution No. 24012/8-A/2003-Estt (B) dated 13.11.2003, 29.09.2005, 14th January 2011 and 24th July, 2012 are given as under:-

(a)(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 Staff Selection Commission in Pay Band-2 and Pay Band-1 carrying Grade Pay of Rs.4800/- through conduct of 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.4800/- 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/Stenographers Services 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 perform such other functions as may be entrusted to it by the Central Government from time to time.

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

2.2 ORGANISATIONAL STRUCTURE OF STAFF SELECTION COMMISSION

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 Regional and Sub-Regional offices as on 31.03.2016 was 503. The sanctioned strength consists of 43 Group 'A' posts, 192 Group 'B' posts and 268 Group 'C' posts. Out of the total strength of 503 employees, 219 (43.54 percent) are at the Headquarters.

Distribution of sanctioned posts amongst Regional/Sub-Regional offices is 39 in Central Region, 43 in Eastern Region, 24 in Karnataka and Kerala Region, 43 in Northern Region, 24 in North Eastern Region, 37 in Southern Region, 36 in Western Region, 19 in Madhya Pradesh Region and 19 in North Western Sub-Region.

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

2.3 REGIONAL NETWORK

2.3(A) The Staff Selection Commission has a regional network of its own. This is a unique feature aimed at providing effective link between the Commission, State Governments and Central Government Offices located in the States. The regional network has enabled the Commission to have effective control over the conduct of examination. The Regional Offices also provide a local contact point to the candidates.

2.3 (B) The Staff Selection Commission has nine Regional / Sub-Regional Offices in different parts of the country. These Regional / Sub-Regional Offices are primarily responsible for the smooth and efficient conduct of the examinations, skill tests and interviews. Various activities involved in conduct of examinations, like receipt of applications from the candidates, Electronic Data processing of applications, issue of Admit Cards (ACs) to the candidates, booking of examination venues at various centres within their jurisdiction in consultation with the District Authorities, sending non-confidential examination material to the Centre Supervisors and appointment of Invigilators and Inspecting Officers at various examination centres are done by the Regional Offices. They are also associated with the conduct of Physical Endurance / Physical Efficiency Test (PET) / Medical Examination, wherever required.

After declaration of the result by the Headquarters, the Regional Offices are required to send the dossiers of the candidates to the User Departments. In order to reduce the time taken between declaration of results and candidates physically joining their designated Ministries/Departments, the Commission introduced system of online verification of data at the time of skill tests/interviews. This has resulted in significant reduction in time taken and has been very well received by the candidates and the User Departments.

Policy issues and operational problems are referred to the Commission by the Regional / Sub- Regional Offices. Prompt, smooth and continuous communication between Regional / Sub-Regional Offices and Headquarters has been ensured to facilitate timely resolution of the problems and issues.

Details of Regional Offices, their location / address and jurisdiction are available at Appendices C and C-I.

2.4 BUDGET AND EXAMINATION FEE

Budgetary support for the Commission's functioning is given by the Government of India from the Annual Budget through the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training. In respect of examinations conducted by the Commission as an agency function which are not in its purview, the same is borne by the concerned indenting Ministry/Department. The Commission, in consultation with the Government, determines the fee structure. The examination fee for various examinations conducted by the Commission goes directly to the Consolidated Fund of India. Candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Physically Handicapped (PH), Ex-Servicemen (Ex-S) and all women candidates are exempted from payment of the fee. The mode of collection of fee is through credit and debit cards of all Banks, online payment through SBI and its Associate Banks, bank challans of SBI and Central Recruitment Fee Stamps (CRFs) for the benefit of rural candidates. The mode of collection of fee through Central Recruitment Fee Stamps (CRFs) was discontinued w.e.f. 01.01.2016.

The Commission started its working with an expenditure of Rs.18,23,000/- and `Zero' income. The Commission's expenditure during the year 2015-16 was Rs.145,17,88,902/- and the income from examination fees and other examination related charges during the corresponding period was Rs.67,01,55,905/. The details of income and expenditure of the Staff Selection Commission during the last three years is as under:

Year	Income (Rs.`000')*	Expenditure (Rs.`000')*
2013-14	623322	1036011
2014-15	697628	1254217
2015-16	670156	1451789

* approximate

STAFF SELECTION COMMISSION

CHAPTER-III

THE YEAR 2015-2016 IN RETROSPECT

3.1   The Commission maintained high level of achievements during the year 2015-16. The total number of applications received during the year for various examinations was 1,48,27,504. About 25,138 candidates were selected through various Open Competitive Examinations and recruitment through Selection Method.

3.2   During the year 2015-16, results of 5 All India Open Competitive Examinations held in the previous year and during 2015-16, were declared. While a total of 24,604 candidates were recommended for appointment through the All India Open Competitive Examinations, the number of candidates recommended for appointment against Selection Posts during the corresponding period was 534. During the year the Commission laid emphasis on timely conduct of examinations in consonance with the calendar of examinations and prompt declaration of results.

3.3   The purpose of timely declaration of result is achieved only if the selected candidates are nominated to the User Departments in time. The Commission constantly monitored the sending of dossiers of selected candidates to the User Departments and ensured that dossiers were sent within one month from the date of declaration of final result.

3.4   The system of online applications was further strengthened with a view to simplify the procedures, eliminating mistakes in data entry and to save the time taken for data entry of application received manually. During the year approximately 94% of the total applications were received online. This has led to considerable saving in time and expenditure besides providing a more accurate data base.

3.5   As a part of the Commission's policy of opening examination centres in areas as near to the place of residence of the candidates as possible, new examination centres were opened during the year 2015-16. The examination centres are located at places that have large concentration of candidates and are well connected through Rail / Road so that candidates from far off rural areas have no problems in appearing for the examinations. During 2015-16, 18 new Examination Centres were opened in different States including Aligarh and Jhansi in Uttar Pradesh, Gaya and Katihar in Bihar, Hazaribagh and Dhanbad in Jharkhand, Satna, Ratlam and Sagar in Madhya Pradesh, Durg in Chhattisgarh, Ajmer in Rajasthan, Bhavnagar and Kutch in Gujarat, Bhandara, Chandrapur, Akola and Jalgaon in Maharashtra and Cuttak in Odisha.   With this addition the network of examination centres increased to 127 covering 9029 examination venues spread across the Country.

3.6   Considering the credibility and promptness with which the Commission made recruitment to the post of Constable (GD) in Central Armed Police Forces and Rifleman (GD) in Assam Rifles in the previous years, the Ministry of Home Affairs once again approached the Commission for conducting Recruitment of Temporary Constables (Executive) - Male and Female in Delhi Police -2016 also. Despite the huge workload already in hand, the Commission accepted the responsibility in the national interest. This is a three-tier recruitment, the first stage being the Physical Standards/Physical Endurance Test (PST/PET), followed by written examination and Medical Examination of candidates shortlisted on the basis of performance in the written examination.

3.7   The Commission makes significant contribution towards national security. The Commission makes recruitment to the post of Constables (GD) and Sub-Inspectors for the Paramilitary Forces. During the period 2010-11 to 2015-16, the Commission recruited 1,46,163 Constables (GD) / Rifleman for CAPFs and 17,255 Sub-Inspectors / Assistant Sub-Inspectors for CAPFs and Delhi Police including 1472 Constables (GD) / Rifleman for CAPFs (Revised results) and 2892 Sub-Inspectors / Assistant Sub-Inspectors for CAPFs and Delhi Police during the year 2015-16.

3.8   The Commission also plays an important role in the national integration of the country. The Commission conducts All India Open Competitive Examinations in which candidates from every nook and corner of the country participate. The personnel selected for any particular post belong to different States having different languages, customs and culture, which promotes national integration. The pan-India representation is particularly useful in posts like Constables, Sub-Inspectors, etc.

3.9.   In keeping with the Commission's policy of total transparency in the conduct of examinations, the practice of placing the Answer Keys of all examinations on the Commission's website, affording the candidates with an opportunity to make representations against any possible discrepancies in Question Paper/Answer Keys, was continued during the year.   The candidates are able to judge their performance in the examinations by comparing the answers recorded by them in the OMR Sheet vis-a-vis the answer keys. Marks secured by all candidates in examination are also placed in PDF form on the Commission's website.

3.10. The details of Region-wise and Category-wise candidates recommended for appointment through All India Open Competitive Examinations and for Selection posts during the year 2015-16 are given here as under:
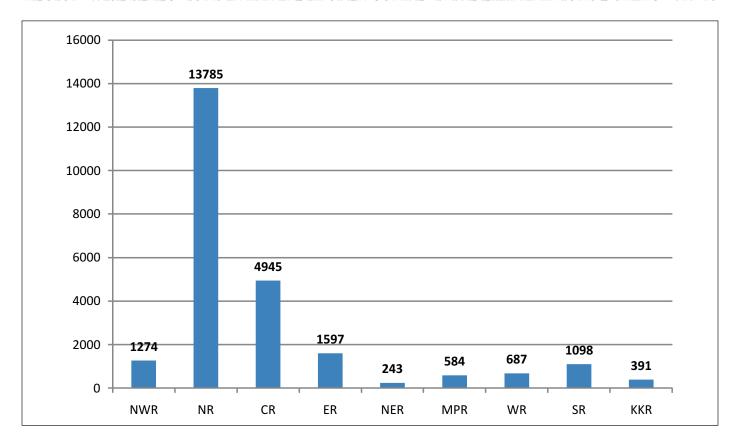
ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2015-16
Table - 1

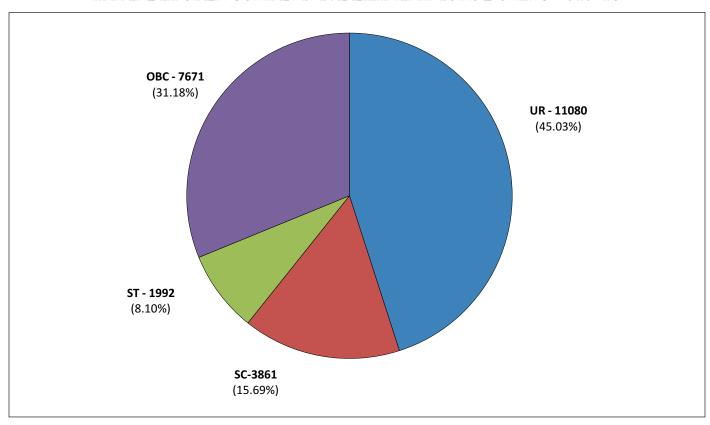| REGIONS	UR	SC	ST	OBC	EXS	PH	TOTAL
NWR	808	247	16	203	31	16	1274
NR	6647	2230	1414	3494	242	189	13785
CR	1722	745	88	2390	86	199	4945
ER	731	264	93	509	89	80	1597
NER	46	16	134	47	5	8	243
MPR	231	73	81	199	7	13	584
WR	286	107	80	214	49	29	687
SR	434	139	60	465	71	43	1098
KKR	175	40	26	150	61	6	391
TOTAL	11080	3861	1992	7671	641	583	24604

* Ex-S and PH included in the main category

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

REGION-WISE SELECTIONS IN ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2015-16

**SELECTION OF UR, SC, ST AND OBC CANDIDATES IN
ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2015-16**

REGION WISE SELECTIONS IN SELECTION POST EXAMINATION DURING 2015-16
Table - 2

REGIONS	UR	SC	ST	OBC	EXS*	PH*	TOTAL
NWR	52	11	4	23	0	0	90
NR	69	15	6	22	0	0	112
CR	30	7	6	16	0	1	59
ER	10	2	0	5	0	0	17
NER	10	1	0	0	0	0	11
MPR	1	0	0	5	0	0	6
WR	32	13	8	46	0	0	99
SR	16	2	2	6	0	0	26
KKR	62	15	10	27	0	0	114
TOTAL	282	66	36	150	0	1	534

* Ex-S and PH included in the main category

REGION WISE SELECTIONS IN SELECTION POST EXAMINATION DURING 2015-16

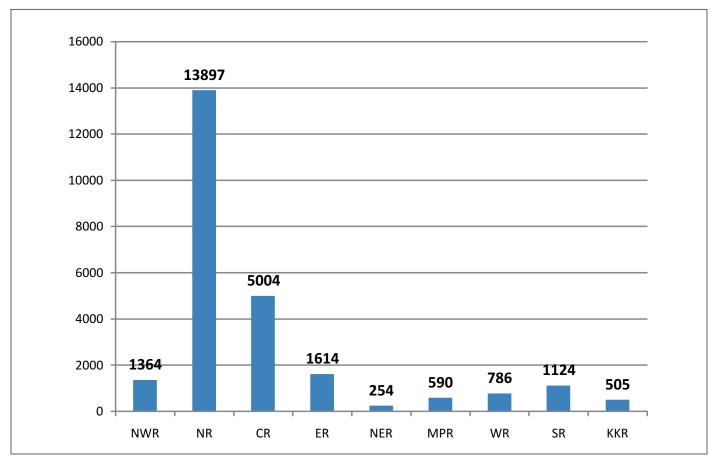## REGION-WISE TOTAL SELECTIONS IN ALL INDIA OPEN COMPETITIVE EXAMINATIONS AND SELECTION POSTS DURING 2015-16

3.11. The Commission holds regular consultations with the indenting Ministries/Departments to get their feedback on the quality of candidates recruited by the Commission, eliciting suggestions for improvement in the existing system of examinations and syllabus keeping in view the changes required for good governance. It has always been the endeavour of the Commission to ensure that:

i)   The tools adopted for selection have a high degree of reliability and validity;

ii)   The method of recruitment is in conformity with current national policies and objectives and meeting the organizational needs;

iii)   The selection system is speedy and cost effective; and

iv)   To provide level playing field to different sections of candidates.

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

3.12. The Commission takes the reservation policy of the Government seriously and ensures that vacancies reserved for SC/ST/OBC and differently abled candidates are fully filled up. The following are some of the steps taken to encourage reserved category candidates to appear for SSC Examinations:

i)   Detailed Notices of the Examinations of the Commission are hosted on the websites of the Commission and its Regional Offices. Short Examination Notices are also published in the Employment News in Hindi, English and Urdu languages.

ii)   For the benefit of candidates belonging to SC/ST Community, examination centres are opened in areas having concentration of SC/ST population. A Sub-Regional office of the Commission is

also located at Raipur, to encourage the tribal population to participate in the recruitment. The details of SC, ST and OBC candidates nominated through the All India Open Competitive Examinations during the year 2015-16 are available in Chapter IV.

iii) During 2015-16, 3861, 1992 and 7671 (total 13524) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment against open recruitment, which works out to 54.97% of the total candidates i.e. 24604 recommended for appointment. Similarly, for Selection Posts 66, 36 and 150 (total 252) candidates belonging to SC, ST and OBC categories respectively were recommended for appointment out of a total of 534 candidates selected. This works out to 47.19% of the total candidates recommended for appointment.

FACILITIES PROVIDED TO PHYSICALLY HANDICAPPED CANDIDATES

3.13   The Commission pays full attention to ensure that Persons with Disability get their due share of government jobs and that vacancies earmarked for them do not go unfilled. The indenting Ministries/ Departments are required to indicate the number of vacancies reserved for physically handicapped (OH/HH/VH) persons as per the provisions of the Persons with Disabilities, Equal Opportunities, Protection of Rights and Full Participation Act 1995. The format of Requisition is devised in such a way that the User Departments are required to indicate suitability of the post for persons with disability and also to indicate the vacancies reserved for PH candidates. Special arrangements are made at the examination venues for Persons with Disabilities. Separate Question papers are devised administered to VH candidates. Facility of scribe is also provided to VH candidates and candidates suffering from cerebral palsy and they are given compensatory time @ 20 minutes per hour to complete the examination.

PARTICIPATION OF WOMEN CANDIDATES IN THE COMMISSION'S EXAMINATIONS

3.14.   The Commission is committed to encourage women candidates to participate in the various examinations conducted by it. A caption is prominently incorporated in the first page of every advertisement that "the Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply". The Commission allows fee exemption to women candidates, cutting across all the categories, to encourage them to participate in examinations conducted by it. During the year 2015-16, a total of 53,18,693 women candidates applied for the Commission's Examinations as against previous year's figure of 43,67,803. The percentage of women candidates, who applied, has increased to 35.87% in 2015-16 from 24.55% in 2014-15.

MEASURES TAKEN TO ENSURE INTEGRITY OF EXAMINATIONS CONDUCTED

3.15.   With a phenomenal increase in the number of candidates applying for various examinations conducted by the Commission's task of conducting free and fair examination has become a major challenge. The Commission took all possible precautions to ensure free and fair conduct of the examinations. The measures taken, inter alia, included :

i)   Strengthening of invigilation and inspection in the examination venues.

ii)   Deploying of Flying Squads from the Commission's Headquarters and Regional Offices to the Examination Venues.

iii)   Taking finger print of candidates at the time of document verification which is used for identifying candidates in skill tests, etc. and also after nomination.

iv)   Installation of Jammers to prevent the use of mobile phones and accessories in the examination venues.

v)   Videography of opening of examination material and conduct of examinations in selected sensitive venues.

vi)   Deployment of personnel from CISF / Delhi Police at the examination venues.

vii)   Opening of Question Paper packets in the Examination Hall in the presence of the candidates.

viii) Stringent action against candidates found resorting to malpractices.

ix)   Complaints regarding use of unfair means/impersonation are investigated and prompt action taken against candidates found guilty.

PERSONALITY TEST/INTERVIEW

3.16. Interviews/Personality test forms a vital tool for assessing the personality traits of the candidates appearing for some of the recruitments where the incumbents to the posts are likely to come into contact with public or are required to display special characteristics. The Commission has been constantly reviewing the structure of interview and procedures followed in this regard with a view to have a real and holistic assessment of the interviewee and to make the assessment objective. The Commission conducts interviews in a well-structured manner. In order to ensure that the interview is conducted in a free and fair manner, in interviews with multiple boards, the Boards are allotted to nominate Board Presidents through draw of lots. Advisors are also shuffled. The performance of Interview Boards is monitored at the level of the Chairman and the Board Presidents are briefed suitably.

3.17. However, with effect from 01.01.2016, the Commission, in consonance with the decision of the Government, has discontinued the practice of conducting interviews for all posts of Group `B' (non-gazetted) and Group `C' (non-technical). This will increase transparency and equity by putting candidates from rural background at par with the candidates from urban areas.

QUESTION BANK

3.18. One major factor in the success of the Commission in conducting examinations is a well-developed Question Bank. The Staff Selection Commission conducts examination for about 1.48 crore candidates a year. Smooth conduct of examinations of such a magnitude in short period requires a well stocked Question Bank containing questions on different subjects in adequate number. The Commission conducts Question Bank Workshops on different subjects periodically to replenish the stock of Question Bank. In these workshops, organized in different parts of the country, large number of academicians, scholars, professors and experts on objective testing techniques participate and contribute questions on the specific subject on which the workshop is organised. Commission also nominates eminent specialists in the respective fields as resource faculty for such workshops. The questions are validated by experts and those found fit are added to the Question Bank.

During the year 2015-16 four Workshops were planned, viz. (i) one each on General Intelligence and Reasoning in SSC (KKR) and SSC (CR), (ii) On General Awareness in SSC (WR), and (iii) On Quantitative Aptitude in SSC (NWR). Out of these four workshops the first such workshop was conducted by SSC (KKR) in Bangalore on 10.03.2016 which generated 5224 pre-validated objective type question items.

REGIONAL DIRECTORS' CONFERENCE

3.19   The Commission convenes Conference of all Regional Directors/ Deputy Regional Directors twice every year to review of policies and procedures followed by the Commission and to discuss and sort out operational problems. It is an effective forum for an indepth review of the Commission's policies and procedures and to suggest ways and means for improving the Commission's functioning. The Regional Directors get an opportunity to interact among themselves and with the Commission. Follow up action is taken on the decisions taken during the meeting. During the period under report, the Regional Directors' Conference was held on 1st December, 2015 at New Delhi.

CHAPTER-IV

RECRUITMENT EXAMINATIONS CONDUCTED
AND SELECTIONS MADE DURING THE YEAR 2015-16

4.1 In the recruitment process the conduct of Examinations as per schedule, timely declaration of results and prompt nomination of selected candidates are important areas of the Commission's work. The process requires meticulous planning and fool-proof execution.

4.2 The Commission notified 08 All India Open Competitive Examinations and 03 Departmental Examinations during the year and received 1,48,27,504 applications for All India Open Competitive Examinations and 864 applications for Departmental Examinations. Details of Examination notified during the year are given in the table below:

ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2015-16

Sr. No.	Name of Examination	Date of Advt.	Closing Date	Date of Examination	Total No. of Candidates registered for examination
1	SI in Delhi Police, CAPFs and ASI in CISF Examination, 2015	27.03.2015	28.04.2015	21.06.2015	1000001
2	Combined Graduate Level Examination, 2015	02.05.2015	01.06.2015	09.08.2015 & 16.08.2015	2371275
3	Combined Higher Secondary Level (10+2) Examination, 2015	13.06.2015	13.07.2015	01.11.2015, 15.11.2015 & 06.12.2015 & 20.12.2015	5508680
4	Junior Engineers (Civil/Mechanical/ Electrical) Examination 2015	11.07.2015	10.08.2015	17.01.2016	684109
5	Stenographers (Gr. C & D) Examination, 2015	08.08.2015	07.09.2015	24.01.2016	635468
6	Special Recruitment Drive for persons with disabilities to the post of MTS (NT) Staff in Different States and UTs 2015	24.10.2015	23.11.2015	10.01.2016	129996
7	Combined Graduate Level Examination, 2016	13.02.2016	14.03.2016	(held in 2016-17)	3803748
8	SI in Delhi Police, CAPFs and ASI in CISF Examination, 2016	09.01.2016	05.02.2016	20.03.2016	694227
		Total			**14827504**

RESULTS DECLARED DURING THE PERIOD 1.4.2015 TO 31.3.2016.

4.3   During the year 2015-16, results in respect of following 5 examinations were declared:-

1.   Combined Graduate Level Examination, 2014

Date of declaration of result : 02.09.2015

Details of results are tabulated below:

	UR	SC	ST	OBC	EXS*	PH*	TOTAL
TOTAL NUMBER OF CANDIDATES APPLIED	1297423	579581	281633	926070	23385	35885	3084707
NO. OF CANDIDATES CALLED FOR SKILL TEST/ INTERVIEW	19751	6914	3387	17640	1221	1207	47692
FINALLY RECOMMENDED	**7945**	**2221**	**1190**	**4193**	**369**	**446**	**15549**

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS*	PH*	TOTAL
NWR	573	107	8	112	21	14	800
NR	4956	1463	984	2144	134	145	9547
CR	1030	244	11	1067	50	153	2352
ER	501	158	38	294	46	57	991
NER	37	12	56	34	3	7	139
MPR	155	30	15	81	2	10	281
WR	242	78	25	142	38	22	487
SR	342	100	41	246	44	34	729
KKR	109	29	12	73	31	4	223
TOTAL	**7945**	**2221**	**1190**	**4193**	**369**	**446**	**15549**

* Ex-S and PH included in the main category

2.   Combined Higher Secondary Level (10+2) Examination, 2014

   Date of declaration of result : 08.10.2015

   Details of results are tabulated below:

	UR	SC	ST	OBC	EXS*	PH*	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	1717704	1198399	597868	1611881	19772	71056	5125852
NO. OF CANDIDATES CALLED FOR SKILL TEST	4304	2851	1049	9158	676	595	17362
FINALLY RECOMMENDED	**943**	**392**	**188**	**1052**	**149**	**105**	**2575**

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS*	PH*	TOTAL
NWR	54	15	1	20	3	1	90
NR	412	223	146	238	49	37	1019
CR	277	80	11	617	18	34	985
ER	134	48	7	119	34	19	308
NER	0	1	12	2	0	1	15
MPR	6	9	2	14	4	2	31
WR	16	11	3	19	5	5	49
SR	18	4	6	17	16	6	45
KKR	26	1	0	6	20	0	33
TOTAL	**943**	**392**	**188**	**1052**	**149**	**105**	**2575**

* Ex-S and PH included in the main category

3.   SI in Delhi Police, CAPFs and ASI in CISF Examination, 2015

   Date of declaration of result : 16.03.2016

   Details of results are tabulated below:

	UR	SC	ST	OBC	EXS*	PH*	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	318651	237664	144067	299619	24063	0	1000001
NO. OF CANDIDATES CALLED FOR INTERVIEW	2166	472	361	2316	145	0	5315
FINALLY RECOMMENDED	**1232**	**435**	**202**	**1023**	**123**	**0**	**2892**

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS*	PH*	TOTAL
NWR	103	38	3	30	7	0	174
NR	774	241	146	620	59	0	1781
CR	242	82	9	242	18	0	575
ER	39	36	16	41	9	0	132
NER	4	3	20	5	2	0	32
MPR	22	15	0	26	1	0	63
WR	13	9	1	18	6	0	41
SR	20	10	5	30	11	0	65
KKR	15	1	2	11	10	0	29
TOTAL	**1232**	**435**	**202**	**1023**	**123**	**0**	**2892**

* Ex-S and PH included in the main category

4.   Constable (GD) Examination (Revised Result), 2011 (Male & Female)

Date of declaration of result : 03.06.2015 & 09.06.2015

Details of results are tabulated below:

	UR	SC	ST	OBC	EXS*	PH*	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	707357	449714	241565	499351	7831	0	1897987
NO. OF CANDIDATES CALLED FOR PST/PET/MEDICAL	12385	3752	2799	8524	489	0	27949
FINALLY RECOMMENDED	**247**	**490**	**261**	**474**	**0**	**0**	**1472**

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
NWR	35	79	3	30	0	0	147
NR	123	126	21	157	0	0	427
CR	89	280	57	223	0	0	649
ER	0	1	22	2	0	0	25
NER	0	0	41	1	0	0	42

MPR	0	2	62	24	0	0	88
WR	0	1	48	19	0	0	68
SR	0	1	0	16	0	0	17
KKR	0	0	7	2	0	0	9
TOTAL	247	490	261	474	0	0	1472

* Ex-S and PH included in the main category

5. **Junior Engineers(Civil, Mechanical, Electrical, Quantitative Surveying & Contracts) Examination, 2014**

   Date of declaration of result : 20.05.2015
   Details of results are tabulated below:

	UR	SC	ST	OBC	EXS*	PH*	TOTAL
TOTAL NUMBER OF CANDIDATES WHO APPLIED	175083	92068	39448	158106	1830	4539	464705
NO. OF CANDIDATES CALLED FOR INTERVIEW	852@	862	366	2337	3	92	4417
FINALLY RECOMMENDED	713	323	151	929	0	32	2116

REGION WISE DETAILS

REGIONAL DIRECTORATE	UR	SC	ST	OBC	EXS	PH	TOTAL
NWR	43	8	1	11	0	1	63
NR	382	177	117	335	0	7	1011
CR	84	59	0	241	0	12	384
ER	57	21	10	53	0	4	141
NER	5	0	5	5	0	0	15
MPR	48	17	2	54	0	1	121
WR	15	8	3	16	0	2	42
SR	54	24	8	156	0	3	242
KKR	25	9	5	58	0	2	97
TOTAL	713	323	151	929	0	32	2116

* Ex-S and PH included in the main category

@   In addition to the number of UR candidates shown in Junior Engineers (Civil, Mechanical, Electrical, Quantitative Surveying & Contracts) Examination, 2014, some candidates out of 929 OBC, 323 SC and 151 ST categories are also meeting the cut-off for UR category. Such candidates have been shown in their respective category.

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

4.4   The Commission also Conducted three Departmental Examinations:

      1.   Grade 'C' Stenographers Ltd. Departmental Competitive Examination, 2015

      2.   Upper Division Grade Ltd. Departmental Competitive Examination, 2015

      3.   Lower Division Grade Ltd. Departmental Competitive Examination, 2016

Details of Departmental Examinations notified during the year are provided in the following Table:

DEPARTMENTAL EXAMINATIONS, 2015-16

S. No.	Name of Examination	Date of Advertisement	Closing Date	Date of Examination	No. of Registered Candidates
1	Grade 'C' Stenographers Limited Departmental Competitive Examination, 2015	21.03.2015	20.04.2015	31.05.2015	198
2	Upper Division Grade Limited Departmental Competitive Examination, 2015	12.09.2015	12.10.2015	21.02.2016	124
3	Lower Division Grade Limited Departmental Competitive Examination, 2016	17.01.2016	12.02.2016	27.03.2016	542
	Total				**864**

ANNUAL TYPING TEST

4.5.   The Commission is also conducting Annual Typing Test on Computers in respect of Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) etc. working in Ministries/Departments, Attached and Sub-ordinate Offices of Government of India for the purpose of drawl of increments and confirmation in the grade. During the year 2015-16, a total number of 601 candidates registered for Annual Typing Test on computer.

4.6   ANNUAL STENOGRAPHY TEST

The Annual Stenography Test in respect of Stenographers Grade `D' Departmental Examinations was conducted during the year 2015-16 in which a total number of 45 candidates applied from the SSC(MPR) and SSC(SR).

4.7   COMMON SCREENING TEST

In view of a large number of candidates applying for Selection Posts, the Commission held a Common Screening Test (CST) for selecting/short listing candidates for interview. During the year 2015-16, a total of 15112 candidates were called for CST for Group `C' Selection Posts in SSC(ER), SSC(SR) and SSC(WR).

CHAPTER -V

RECRUITMENT TO ISOLATED POSTS THROUGH SELECTION METHOD

5.1. The Commission also makes recruitment to isolated posts through the selection method for different Group `B' (non-gazetted) and Group `C' (non-technical) posts in different Ministries/Departments and Attached and Sub-ordinate Offices of Government of India. Such isolated posts are not covered under Open Competitive Examinations, as the number of vacancies is generally small and the Essential Qualifications vary from Matriculation to Post Graduation specific to the job requirements.

5.2. **Recruitment through Selection Method involves the following stages/processes:**

i)   Receipt of Requisitions from the User Departments by the concerned Regional Office through Single Window System.

ii)   Notification of the vacancies in Employment News/website by the Regional Offices.

iii) Receipt and processing of the applications.

iv)   Shortlisting of eligible candidates for interview on the basis of percentage of marks in Essential Qualification or

v)   Short-listing of candidates for interview on the basis of a Common Screening Test (CST).

vi)   Placing of list of rejected candidates on the Region's website to enable candidates to make representation, if any, against their rejection.

vii) Conduct of interview of shortlisted candidates and selection of candidates on the basis of merit as per marks secured in interview.

viii) In respect of posts with Grade Pay upto Rs. 1900/-, interview is not held and selection is on the basis of marks secured in CST.

ix)   Selection through short-listing on the basis of percentage of marks obtained in the Essential Qualification/CST followed by Skill Test.

x)   Interview for Selection Posts where there are sufficient candidates from different Regions are conducted at different Regional Headquarters for the convenience of candidates.

xi)   From 1.1.2016, no interviews were held for selection posts, as per Government instruction, except for posts already advertised.

5.3. The Commission is tasked with the responsibility to select suitable candidates, specific to the job requirements of indenting Ministries/Departments. The interview process is well-structured to make it effective, objective and scientific. During the interview, besides the knowledge of the candidates on the subjects studied by them, their personality traits and other attributes are also assessed. The interview procedure is reviewed periodically and further streamlined with a view to make it more objective.

5.4. The results of recruitment to Selection Posts are placed on the Region's website by the concerned Regional Director.

5.5.   During the year 2015-16, 534 candidates were recommended by the Commission against various categories of Selection posts in different Ministries/Departments. Details are as under:

GROUP 'B' SELECTION POST

Category	Vacancies advertised during the year	No. of Registered candidates	No. of vacancies for which interview/ skill test conducted during the year *	No. of candidates Called for			No. of candidates recommended		
				Interview	Skill Test	CST	Male	Female	Total
CR	53	8289	53	535	---	---	21	10	31
ER	146	9552	44	397	---	---	03	07	10
KKR	15	1326	101	629	---	---	69	31	100
MPR	10	1161	05	46	---	---	03	02	05
NR	330	22077	166	1388	---	---	69	26	95
NER	15	890	18	142	---	---	07	04	11
NWR	02	3313	94	758	---	---	56	33	89
SR	07	272	18	250	---	---	15	03	18
WR	26	3385	87	428	---	---	69	18	87
Total	604	50265	586	4573	---	---	312	134	446

GROUP 'C' SELECTION POST

Category	Vacancies advertised during the year	No. of Registered candidates	No. of vacancies for which interview/ skill test conducted during the year *	No. of candidates Called for			No. of candidates recommended		
				Interview	Skill Test	CST	Male	Female	Total
CR	28	24137	26	317	---	30	22	06	28
ER	33	12639	03	40	---	58	06	01	07
KKR	39	560	14	125	318	---	06	08	14
MPR	01	668	01	17	---	---	---	01	01
NR	18	9092	16	144	---	---	13	04	17
NER	---	---	---	---	---	---	---	---	---
NWR	01	4898	01	07	367	---	01	---	01
SR	05	330	08	134	---	5669	04	04	08
WR	10	2925	---	---	---	9381	12	---	12
Total	135	55249	69	784	685	15138	64	24	88

Region-wise details are given in Appendices E and E-I.

CHAPTER-VI

EXAMINATION CENTRES

6.1   With a rapid increase in the number of candidates, the Commission adds more and more cities to the list of examination centres. In July, 1976 when the Commission started functioning, there were only 09 Examination Centres. Since then, the number of examination centres has increased substantially. During the year under report, the Commission conducted its various examinations at 9029 examination venues in 127 examination centres. The Commission has an impressive network of centres throughout the length and breadth of the country. Location of these examination centres are guided by various considerations, such as:

i)   Accessibility to the examination centres in remote and difficult areas.

ii)   Assurance of facilities by State Governments and Public Service Commissions in particular, for the orderly and smooth conduct of Commission's examinations.

iii)   Socio-Economic background of the majority of candidates appearing in the Commission's examination.

6.2   It has become increasingly necessary to divert candidates from sensitive centres to centres other than their choice so as to maintain the integrity of the examination.

6.3   The number of region and shift-wise venues of examinations is given below:

REGION-WISE/SUB-REGION-WISE NUMBER OF EXAMINATION CENTRES/ VENUES
{Based on CHSL Examination, 2015}

	No. of Venues		
Regional/Sub Region	**No. of Centres**	**Morning Shift**	**Evening Shift**
1. <u>CENTRAL REGION</u>			
Bhagalpur		103	103
Gorakhpur		87	87
Gaya		74	74
Agra		140	140
Kanpur		142	142
Allahabad		254	254
Varanasi		147	147
Patna		170	170
Jhansi		34	34
Meerut		100	100
Aligarh		28	28
Bareilly		54	54
Lucknow		273	273
Katihar		34	34
Muzaffarpur		54	54
Sub Total	**15**	**1694**	**1694**
2. <u>EASTERN REGION</u>			
Gangtok		2	2
Kolkata		186	186
Barrackpore		101	101
Bardhman		33	33
Bhubaneshwar		82	82
Sambalpur		33	33
Ranchi		218	218
Hazaribagh		105	105
Dhanbad		35	35
Port Blair		5	5
Rourkela		21	21
Dhenkenal		30	30
Kendujhar		15	15

Siliguri		52	52
Berhampore		30	30
Chinsurah		36	36
Cuttak		34	34
Medinipur		64	64
Jalpaiguri		30	30
Berhampur (Ganjam)		51	51
Malda		42	42
Sub Total	**21**	**1205**	**1205**
3. KARNATAKA & KERALA REGION			
Bangalore		30	30
Gulbarga		20	20
Mangalore		8	8
Kochi		40	40
Thrissur		43	43
Trivandrum		60	60
Kozhikode		40	40
Dharwad		65	65
Mysore		25	25
Sub Total	**9**	**331**	**331**
4. MADHYA PRADESH REGION			
Bhopal		117	117
Gwalior		92	92
Indore		68	68
Bilaspur		66	66
Raipur		74	74
Chhindwara		26	25
Guna		14	14
Jabalpur		53	53
Khandwa		10	10
Ratlam		29	29
Sagar		24	24
Satna		24	24
Ambikapur		12	12
Jagdalpur		13	13
Durg		34	34
Sub Total	**15**	**656**	**655**

5. NORTHERN REGION			
Udaipur		67	67
Dausa		67	67
Jodhpur		165	165
Jaipur		391	391
Bikaner		120	120
Sriganganagar		75	75
Almora		16	16
Bharatpur		148	148
Kota		92	92
Haldwani		70	70
Haridwar		102	102
Ajmer		232	232
Dehradun		59	59
Delhi		565	565
Alwar		33	33
Sub Total	**15**	**2202**	**2202**
6. NORTH-EASTERN REGION			
Guwahati		146	146
Silchar		12	12
Agartala		24	24
Dibrugarh		10	10
Aizwal		1	1
Churachandpur		3	3
Imphal		12	12
Jorhat		22	22
Kohima		3	3
Itanagar		3	3
Shillong		7	7
Sub Total	**11**	**243**	**243**
7. NORTH-WESTERN REGION			
Amritsar		93	93
Bathinda		89	89
Chandigarh		141	141
Hamirpur		64	64
Jalandhar		85	85
Patiala		87	87

Srinagar		10	10
Jammu		47	47
Shimla		25	25
Sub Total	**9**	**641**	**641**
8. SOUTHERN REGION			
Coimbatore		40	40
Guntur		65	65
Madurai		44	43
Kurnool		66	66
Rajahmundry		69	69
Tirupati		46	46
Chennai		76	76
Hyderabad		182	182
Puducherry		12	12
Visakhapatnam		104	104
Tirunelveli		44	44
Tiruchirappalli		26	26
Sub Total	**12**	**774**	**773**
9. WESTERN REGION			
Ahmedabad		227	227
Bhavnagar		29	29
Vadodra		45	45
Kutch		7	7
Rajkot		118	118
Surat		39	39
Amravati		93	93
Aurangabad		109	109
Kolhapur		63	63
Mumbai		71	69
Nagpur		141	141
Nashik		63	63
Nanded		38	38
Pune		76	76
Jalgaon		42	42
Bhandara		32	32
Chandrapur		57	57

Panaji-Goa		2	2
Akola		16	16
Thane		15	15
Sub Total	**20**	**1283**	**1281**
All India Total	**127**	**9029**	**9025**

CHAPTER VII

PERFORMANCE OF WOMEN CANDIDATES IN EXAMINATIONS

7.1   Special efforts are made by the Commission to ensure more and more participation of women candidates in the Commission's examination. In consonance with Government's policy, the Commission does not charge any examination fee from women candidates. During the year under report, 53,18,693 women candidates applied for various examination conducted by the Commission as may be seen from the table below.

NUMBER OF WOMEN CANDIDATES WHO APPLIED IN THE EXAMINATIONS CONDUCTED DURING THE PERIOD 1-4-2015 TO 31-3-2016

S. No.	Name of Examination	TOTAL		
		Applied		%age
		Female	Total	Female
1	SI in Delhi Police, CAPFs and ASI in CISF Examination, 2015	137081	1000001	13.70
2	Combined Graduate Level Examination, 2015	978217	2371275	41.25
3	Combined Higher Secondary Level (10+2) Examination, 2015	2387098	5508680	43.33
4	Junior Engineers (Civil/Mechanical/ Electrical) Examination 2015	115267	684109	16.84
5	Stenographers (Gr. C & D) Examination, 2015	238042	635468	37.45
6	Special Recruitment Drive for persons with disabilities to the post of MTS (NT) Staff in Different States and UTs 2015	10323	129996	7.94
7	Combined Graduate Level Examination, 2016	1333742	3803748	35.06
8	SI in Delhi Police, CAPFs and ASI in CISF Examination, 2016	118923	694227	17.13
	TOTAL	**5318693**	**14827504**	**35.87**

7.2   As may be seen from the statistics given above, during the year 2015-16 in All India Open Competitive Examinations conducted by the Staff Selection Commission, a total of   1,48,27,504 candidates had applied, out of which 53,18,693 were women candidates, which accounted for 35.87 percent.

7.3   In the examinations like Combined Higher Secondary Level (10+2) Examination, 2015, there was maximum participation by women candidates. Out of the total number of candidates who applied for this examination, 43.33% were women. This was followed by Combined Graduate Level Examination, 2015, in which 41.25% candidates were women. The lowest participation of women candidates was noticed in the case of Special Recruitment Drive for Persons with Disabilities (PwD) to the post of MTS (NT) Staff in Different States and UTs 2015, where the figure was only 7.94%.

Success rate of women candidates in various results declared during the year is shown in the table presented below:

SUCCESS RATE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING THE PERIOD 1.4.2015 TO 31.3.2016

Sl. NO.	Name of Examination	Total		
		No. of Candidates finally selected		
		Total	Women	Percentage
1	Combined Graduate Level Examination, 2014	15549	1603	10.31
2	Combined Higher Secondary Level (10+2) Examination, 2014	2575	389	15.11
3	SI in Delhi Police, CAPFs and ASI in CISF Examination, 2015	2892	242	8.36
4	Constable (GD) Examination (Revised Result), 2011 (Male & Female)	1472	7	0.47
5	Junior Engineers(Civil, Mechanical, Electrical, QS & C) Examination, 2014	2116	64	3.02
	Total	**24604**	**2305**	**9.37**

7.4 The success rate of women candidates in different All India Open Competitive Examinations conducted by the Staff Selection Commission was, however, lower as compared to their male counterparts. In the Combined Higher Secondary Level (10+2) Examination, 2014, the success rate of women candidates was the highest at 15.11%, followed by the Combined Graduate Level Examination, 2014, where it was 10.31%. Success rate of women candidates was lowest in the case of Recruitment of Constable (GD) Exam, 2011 (Revised/Additional list) at 0.47%, as there were fewer seats earmarked for women.

CHAPTER VIII

OTHER IMPORTANT ACTIVITIES OF THE COMMISSION

8.1   INTERVIEWS

A major step in the selection process is Interviews / Skill Tests. For various categories of recruitment, the Commission holds interview / conducts Skill Test in a decentralized manner in different regions for convenience of candidates. During the year 1209 Interview Boards for All India Open Competitive Examinations and 168 Interview Boards for Selection Posts were constituted and 24709 and 3568 candidates respectively called for Interview.   The Region-wise details are given in the Statement below:-

Region	ALL INDIA OPEN COMPETITIVE EXAMINATIONS		SELECTION POSTS	
	Candidates called for Interview	No. of Interview Boards constituted	Candidates called for Interview	No. of Interview Boards constituted
CR	5750	301	585	28
ER	1524	76	330	15
KKR	326	18	672	32
MPR	450	27	63	06
NR	166	10	142	07
NER	3460	173	156	07
NWR	1249	63	306	13
SR	711	36	539	25
WR	9925	505	775	35
TOTAL	**24709**	**1209**	**3568**	**168**

However, with effect from 01.01.2016, the Commission, in conformity with the Government's policy discontinued conducting interviews for selection to Group `B' (non-gazetted) and Group `C' (non-technical) posts.

8.2   SKILL TESTS

The Commission conducts Skill Tests for various examinations on computers. From 1.4.2010, the Commission made administration of Skill Tests on computers mandatory. During 2015-16, a total of 27,355 candidates took the Skill Test on computers. The statement given below shows region-wise break-up of candidates who appeared in Skill Test:-

REGION	NUMBER OF CANDIDATES APPEARED IN SKILL TEST
CR	12469
ER	3811
KKR	1471
MPR	697
NR	5095
NER	502
NWR	1383
SR	1493
WR	434
TOTAL	27355

8.3   PHYSICAL STANDARDS TEST (PST) / PHYSICAL ENDURANCE TEST (PET) / MEDICAL EXAMINATION (ME)

Physical Standards Test, Physical Endurance Test and Medical Examination are mandatory for posts in the Central Armed Police Forces. While the actual conduct of PST/PET and Medical Examination is done by the Central Armed Police Forces, the Commission puts in enormous efforts and coordination for the successful conduct of the examinations. During the year 2015-16, 20,86,581 candidates participated in PST/PET/ME:

Activity	SIs in Delhi Police, CAPFs & ASIs in CISF & IO in NCB Exam & Constable (GD) Exam
PST/PET	2040109
ME	46472
Total	2086581

CHAPTER-IX

PROGRESSIVE USE OF HINDI IN OFFICIAL WORK IN STAFF SELECTION COMMISSION

9.1   The Commission makes sincere efforts to implement various provisions of the Official Languages Act, 1963 and Official Language Rules, 1976 in letter and spirit.

9.2   ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION

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

9.3   OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

Meetings of the Official Language Implementation Committee are held every quarter under the Chairmanship of Chairman, SSC to review the implementation of the Official Language Act and the Rules made thereunder. The decisions taken in these meetings are communicated to all concerned for necessary follow up action taken.

9.4   CORRESPONDENCE IN HINDI

During the period under review, provision of Section 3(3) of Official Languages Act, 1963 and Official Language Rules, 1976, were duly complied with. All Notices of various examinations published during the said period were issued bilingually and emphasis was laid on increasing the original correspondence in Hindi with all the three Regions namely A, B and C, Regions in conformity with the targets prescribed by the Department of Official Language.

9.5   TRAINING IN HINDI

During the year 2015-16, out of 139 Officers and Staff of the Commission, 119 Officers and Staff were having proficiency/working knowledge of Hindi as against 83 out of 111 Officers and Staff of the Commission during the previous year.

9.6   INCENTIVE SCHEMES AND HINDI FORTNIGHT (PAKHWARA)

The Officers and Staff having working knowledge of Hindi are encouraged to participate in the Cash Award Scheme for original Hindi noting/drafting in official work. During the year 2015-16, three cash awards were awarded to one officer and two officials under the scheme of Hindi dictation and original work in Hindi. In order to create awareness about Hindi and creation of conducive atmosphere for its progressive use among Officers and Staff of the Commission, 'Hindi Fortnight' was organized as an Annual Feature from 1st Sept. 2015 to 15th Sept. 2015. During the fortnight, 09 different competitions viz. Typing Test, Hindi Story Writing, Noting and Drafting, Hindi Dictation, Hindi Poem Recitation, Debate competition, Antykshari, Translation and Painting competitions were organized. 81 participants participated in these competitions and 43 participants received cash awards and

certificates. Chairman, SSC distributed the awards to the winners in the concluding session. In addition to this, Official Language Shields for 'A' & 'C' Regions were given to Regional Offices of Allahabad and Guwahati respectively for the year 2015-16.
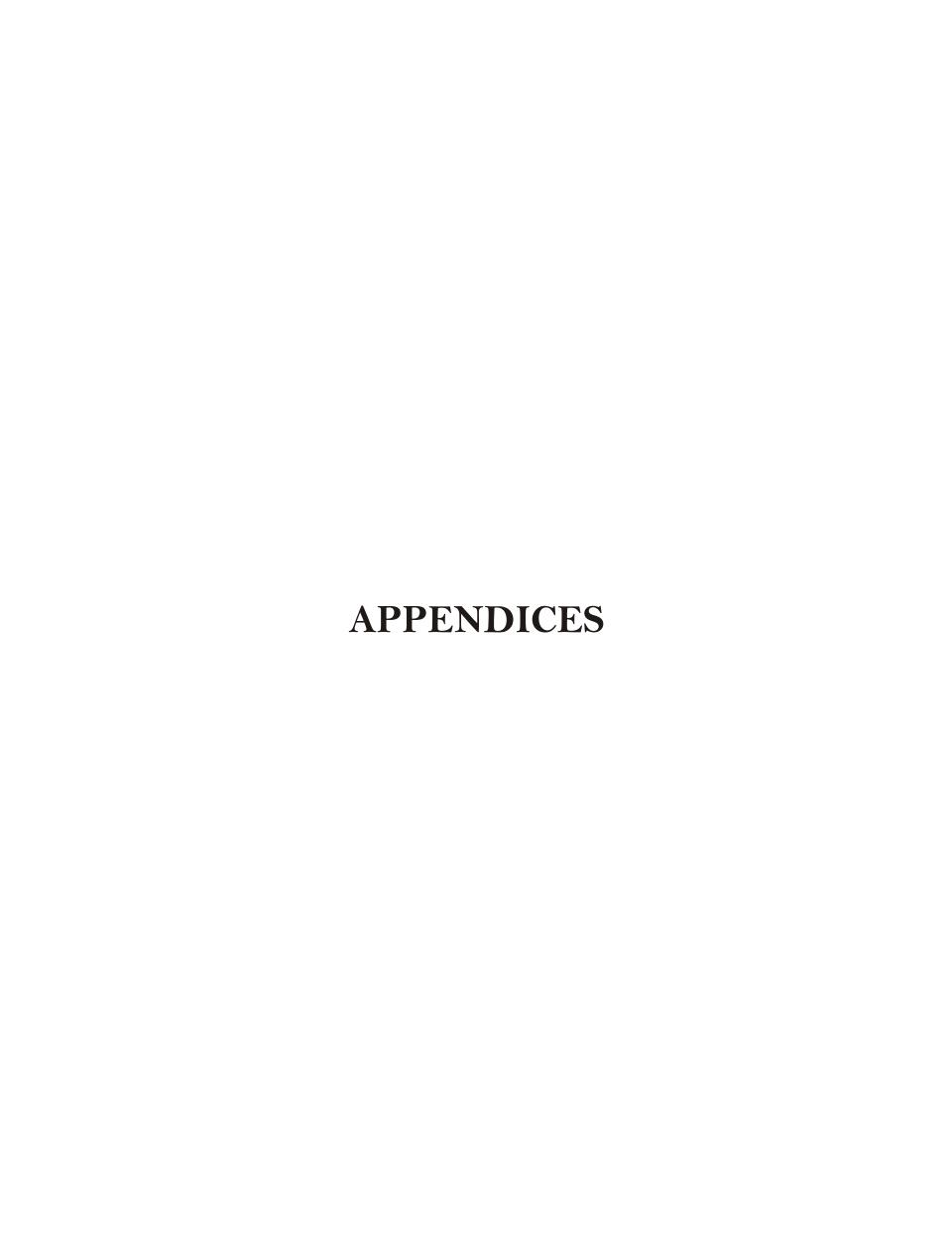
Two one-day Hindi Workshops were also organised on 10th July, 2015 and 29th January, 2016 on `Use of Hindi Tools in computer' and `Installation of Hindi font in computer and use of Hindi glossary' respectively. In these Workshops 28 officials were trained in the use of Hindi tools on computers and 21 officials were trained for installation of Hindi font in computer and use of Hindi glossary.

9.7   OFFICIAL LANGUAGE INSPECTIONS

Inspection of SSC(HQs) was carried out by the officials of Northern Regional Implementation Office-I(Delhi), Sarojini Nagar, New Delhi on 15th September, 2015.

To ensure proper compliance of the Official Language Policy and Programme, Regional Offices of the Commission at Bangalore (KKR) and Allahabad (CR) were inspected. In addition, three Sections of the Commission i.e. P&P-I, RHQ and R&A were also inspected during the period. Appropriate guidelines were issued to remove the shortcomings found during the inspection.

To facilitate working in Hindi, Mangal font with Unicode compliance has been installed on all computers in the Commission. All the Regional/Sub – Regional Offices of Commission too are using this Hindi software.

APPENDICES

APPENDIX –A

TEXT OF THE RESOLUTION CONSTITUTING THE
STAFF SELECTION COMMISSION
No. 46/1(S)/74-Ests.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.

1. RESOLUTION

On a careful consideration of the recommendations of the Administrative Reforms Commission in its Report on Personnel Administration, the Government of India have decided to set up a "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 Department 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 take over 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 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-Ests.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-Estts.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 21st May, 1999.

OFFICE MEMORANDUM

Subject: Consultation with UPSC

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

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

(a)   UPSC need not be consulted while making direct recruitment to Group 'B" service or post which is in the scale of pay the maximum of which is below Rs. 10,500 the direct recruitment to these posts will however, be made through SSC.

(b)   Procedure of vetting by UPSC of the minutes of DPC making substantive appointment of confirmation to any Group 'A' and 'B' service or post of any person recruited directly through UPSC to such Group 'A' or Group 'B" service or post may be dispensed with.

(c)   While making promotion by selection-cum-seniority to any Group 'A' service or post, the maximum of the scale of pay of which is less than Rs. 16,500 of an officer holding any Group 'A' service or posts. UPSC need not be associated. However, consultation with UPSC is necessary while promoting Group 'B' Officer to lowest rank in Group 'A' posts.

3.   To give immediate effect to the above decision, an umbrella Notification amending the relevant provisions of the recruitment rules has been issued. Copy of the said Notification is enclosed for information. Amendments to UPSC (Exemption from Consultation) Regulations, 1958 and Resolution dated the 4th November, 1975 laying down the functions of SSC are also being carried out simultaneously.

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

Sd/-

Director

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

(TO BE PUBLISHED IN THE GAZETTEE OF IINDIA 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 supercession 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 supercession 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 an d 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 Stenographers Grade "C" of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Stenographers Service/Armed Forces Head-Quarters Stenographers Service.

(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 a s 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.

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/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/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 Manger,

Government of India Press,

Mayapuri, Ring Road,

New Delhi.

No. 39018/1/98-Estt.(B)   New Delhi, the 21st May , 1999

Copy forwarded to:

1. All Ministries/Departments of the Government of India.

2. All State Governments/Union Territories.

3. Prime Minister's Office/President's Secretariat/Vice- President's Secretariat/Lok Sabha, Rajya Sabha Secretariats/Supreme Court/ CVC/ C&AG/ Commissioner for SC/ST/ Commissioner for Linguistic Minorities/All Zonal Councils/Election Commission/All Central Administrative Tribunals.

4. Secretary, UPSC, New Delhi.

5. Secretary, SSC, New Delhi.

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

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

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

New Delhi, 13th November, 2003

RESOLUTION

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

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

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

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

Sd/-
Director

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

To,

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

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

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

New Delhi the 29th September, 2005

RESOLUTION

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

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

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

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

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

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

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

To,

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

Copy forwarded to:

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

b.   Legislative Department, Shastri Bhavan, New Delhi.

c.   Legislative Department (OL Wing), Bhagawan Das Road, New Delhi

d.   The Secretary, Union Public Service Commission, Dholpur House, New Delhi.

e.   The Secretary, Staff Selection Commission, CGO Complex, New Delhi.

f.   All Sections/Officers of the Department of Personnel and Training, North Block, New Delhi.

g.   Website Room, NIC, Department of Personnel and Training, North Block, New Delhi.

h.   Facilitation Centre, Department of Personnel and Training, North Block, New Delhi-20 spare copies.

i.   Guard file.

j.   50 spare copies.

<div style="text-align:right">

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

</div>

(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 14th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission with effect from 26th September, 1977 to make recruitment to various Class III (now Group 'C') non-technical posts in the various Ministries/Departments of the Government of India and its subordinate offices. The functions of the Commission were enlarged from time to time to include recruitment to Group 'B' (non-gazetted) posts upto the pay scale of Rs. 6500-10500/-. Consequent to revision of Pay Scales w.e.f. 1.1.2006 and reclassification of all civil posts under Government vide Order No. S.O. 946(E) dated 9th April, 2009, it has become necessary to redefine the functions and role of the Commission. Therefore, in supersession of Resolution No. 46/I(S)/74-Estt.(B) dated 4th November, 1975 and subsequent Resolutions on the subject, the constitution and functions of the Staff Selection Commission will be as under with immediate effect.

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

(i)   Except as respect things done or omitted to be done before such supersession, the Central Government hereby establish a Commission called Staff Selection Commission which will comprise of a Chairman and two Members. The Commission will be serviced by a Secretariat headed by a Secretary, who will also be the Controller of Examination with other supporting office's 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.

  (i) 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.

  (ii) 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.

(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.

(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 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from 26th November, 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 14.1.2011, the existing entry shall be submitted 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 14.1.2011, the existing entry shall be submitted as:

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

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

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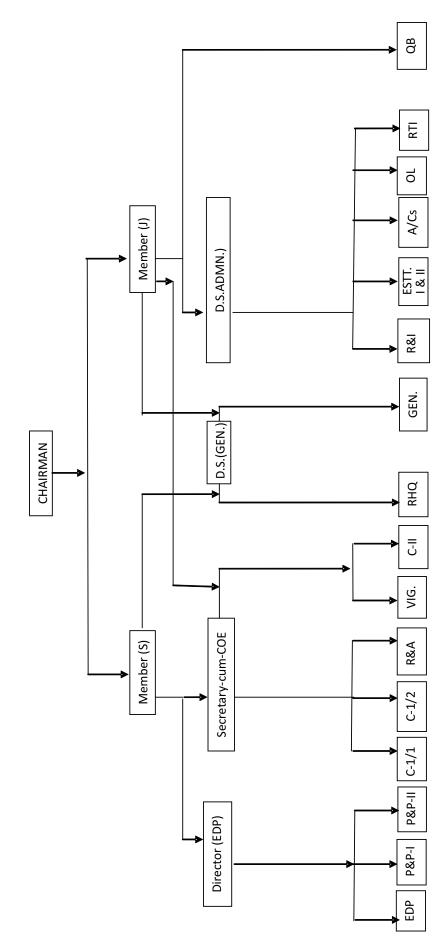
To
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

Appendix-B

ORGANISATIONAL CHART OF STAFF SELECTION COMMISSION AS ON 31.03.2016

```
                        CHAIRMAN
                            │
            ┌───────────────┴───────────────┐
            │                               │
        Member (S)                      Member (J)
            │                               │
   ┌────────┴────────┐              ┌────────┴────────┐
   │                 │              │                 │
Director (EDP)  Secretary-cum-COE  D.S.(GEN.)    D.S.ADMN.)
   │                 │              │                 │
   │          ┌──────┴──────┐    ┌──┴──┐      ┌───────┼───────┬──────┬──────┬──────┐
   │          │             │   GEN.  RHQ    R&I  ESTT.  A/Cs  OL   RTI
   │        VIG.  C-II                             I & II
   │
┌──┼──────┬──────┐
EDP  P&P-I  P&P-II
   
C-1/1  C-1/2  R&A

                                                                    QB
```

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

* Separate Regional Office carved out on 26.09.1979

REGIONAL / SUB-REGIONAL OFFICES AND THEIR OPERATIVE JURISDICTION

Region	Regional Head-quarters.	Address	States/ Territories Constituting the Region	Telephone No. of Regional Offices / Regional Directors
Regional Offices				
Northern Region	Delhi	Block No. 12, Kendriya Karyalaya Parisar, Lodhi Road, New Delhi – 110003	Rajasthan, Delhi and Uttarakhand	011-24360944/24364802 011-24360944 (Fax)
Central Region	Allahabad	21-23, Lawther Road, Allahabad – 211 002.	Bihar and Uttar Pradesh	Helpline No. 0532-2460511/ 9452424060, 0532 -2460511 (Fax)
Eastern Region	Kolkata	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,	033-22904424/22904422/ 22902230 033-22904424 (Fax)
North Eastern Region	Guwahati	Beltola-Bashistha Road, Dispur, Guwahati – 781006.	Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura	0361-2235649/ 2611449, 0361-2224779 (Fax) Helpline No. 9085015252, 9085073593
Western Region	Mumbai	1st 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	022-22019117/22019118 /22018866 022-22018527 (Fax)
Southern Region	Chennai	(Tamilnadu Text Book Society Building) EVK Sampath Building, 2nd Floor, College Road, Chennai - 600006	Andhra Pradesh, Tamil Nadu and Union Territory of Puducherry	044-28275568/ 28235021 /28251138 044-28270561 (Tele/Fax) Helpline No. 044-28251139/ 9445195946
Kerala & Karnataka Region	Bengaluru	Kendriya Sadan, 1st Floor, E-Wing, 2nd Block, Koramangala, Bengaluru - 560034	Karnataka, Kerala and Union Territory of Lakshadeep	080-25527342 – AD 080- 25520653 – RD 080-25520653 (Tele/Fax) Helpline No. 080-25502520 (Kanada) 09453862020 (Malyalam)
Sub-Regional Offices				
Madhya Pradesh Region	Raipur	J-5, Anupam Nagar, Raipur(C.G.)-492007.	Madhya Pradesh and Chhatisgarh	0771-2282678/ 2282507 0771-2282678 (Fax)
North Western Region	Chandigarh	Block No. 3, Ground Floor, Kendriya Sadan, Sector - 9, Chandigarh – 160017	Himachal Pradesh, Haryana, Punjab, Jammu & Kashmir and UT of Chandigarh	0172-2742144/ 2749378 0172-2742144 (Fax) 0172-2741060-RD 0172-2744366 (Helpline No.)

NAME / PAY SCALE OF VARIOUS POSTS

Sl. No.	NAME OF THE POST	PAY SCALE Grade Pay
1.	Chairman (Eqv. Addl. Secretary)	79000/- (FIXED)
2.	Member	PB- 4-37400-67000/-+10000
3.	Secretary-cum-Controller of Examination	PB-4-37400-67000/-+ 8700
4.	Director	Pb-4-37400 – 67000/- + 8700
5.	Deputy Secretary	PB-3-15600-39100/-+ 7600
6.	Regional Director	PB-3-15600-39100/-+7600
7.	Under Secretary / Deputy Director	PB-3-15600-39100/-+6600
8.	Principal Private Secretary	PB-3-15600-39100/-+6600
9.	Assistant Director (OL)	PB-3-15600-39100/-+5400
10.	Accounts Officer	PB-2- 9300-34800/-+4800
11.	Programmer	PB-2- 9300-34800/-+ 4600
12.	Section Officer/Assistant Director	PB-2-9300-34800/- + 4800
13.	Private Secretary/Stenographer Grade A +B	PB-2-9300-34800/-+4800
14.	Data Processing Assistant (Grade B)	PB-2-9300-34800/-+4600
15.	Senior Hindi Translator	PB-2-9300-34800/-+4600
16.	Assistant	PB-2-9300-34800/-+4600
17.	Steno Grade 'C'	PB-2-9300-34800/-+4600
18.	Accountant	PB-2-9300-34800/-+4200
19.	Research Assistant Gr. I	PB-2-9300-34800/-+4200
20.	Junior Hindi Translator	PB-2-9300-34800/-+4200
21.	Data Processing Assistant (Grade A)	PB-2-9300-34800/-+4200
22.	D.E.O. Grade 'C'/ Manager (Canteen)	PB-2-9300-34800/-+4200
23.	Research Assistant Grade II	PB-1-5200-20200/-+2800
24.	Librarian Grade II	PB-1-5200-20200/-+2800
25.	D.E.O. Grade 'B'	PB-1-5200-20200/-+2800
26.	Caretaker	PB-1-5200-20200/-+2800
27.	U.D.C./Steno Grade 'D'	PB-1-5200-20200/-+2400
28.	D.E.O. Gr. 'A' / Asstt. Manager-cum-Storekeeper	PB-1-5200-20200/-+2400

29.	Halwai-cum- Cook	PB-1-5200-20200/-+2000
30.	L.D.C./Clerk (Canteen)	PB-1-5200-20200/-+1900
31.	Staff Car Driver/Asstt. Halwai-cum-Cook	PB-1-5200-20200/-+1900
32.	MTS	PB-1-5200-20200-/-+1800
33.	Canteen Attendant	PB-1-5200-20200-/-+1800

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 9-12 years.

STAFF SELECTION COMMISSION

Sanctioned Strength Of Hqrs./ Regional/
Sub-regional Offices of Staff Selection Commission as on 31.03.2016

Group 'A'

S. NO.	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
1.	Chairman	1	-	-	-	-	-	-	-	-	-	1
2.	Member	2	-	-	-	-	-	-	-	-	-	2
3.	Secretary-cum-COE	1	-	-	-	-	-	-	-	-	-	1
4.	Director	1	-	-	-	-	-	-	-	-	-	1
5.	Deputy Secretary	2	-	-	-	-	-	-	-	-	-	2
6.	Regional Director	-	1	1	1	1	1	1	-	1	-	7
7.	Deputy Director	-	-	3	1	2	1	1	1	-	1	10
8.	Deputy Director(R&A)	1	-	-	-	-	-	-	-	-	-	1
9.	Deputy Director(OL)	1	-	-	-	-	-	-	-	-	-	1
10.	Under Secretary	12	2	-	-	-	-	-	-	-	-	14
11.	Deputy Director (EDP)	2	-	-	-	-	-	-	-	-	-	**2**
12.	Principal Private Secretary	1	-	-	-	-	-	-	-	-	-	1
	TOTAL	*24*	*3*	*4*	*2*	*3*	*2*	*2*	*1*	*1*	*1*	*43*

Group 'B'

S. NO.	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
13.	Accounts Officer	-	1	1	1	1	1	-	-	-	-	5
14.	Section Officer/A.D.	24	6	6	4	5	2	3	2	2	2	56
15.	Hindi Officer/AD (OL)	1	-	-	-	-	-	-	-	-	-	1
16.	Private Secretary (Steno Gr. 'A'+'B' merged)	5	1	-	-	-	-	-	-	-	-	6
17.	Programmer	1	-	-	-	-	-	-	-	-	-	1
18.	D.P.A. Gr. 'B'	4	-	-	-	-	-	-	-	-	-	4
19.	Accountant	1	-	1	1	1	1	1	1	1	1	9
20.	Assistant	40	10	9	8	7	3	7	3	5	3	95
21.	Steno Grade 'C'	5	-	-	1	-	1	1	1	1	1	11
22.	Sr. Hindi Translator	2	-	-	-	-	-	-	-	-	-	2
23.	Research Assistant Gr.I	2	-	-	-	-	-	-	-	-	-	2
	TOTAL	**85**	**18**	**17**	**15**	**14**	**8**	**12**	**7**	**9**	**7**	**192**

Group 'C'

S.NO.	NAME OF THE POST	HQ	NR	CR	WR	ER	NER	SR	MPR	KKR	NWR	TOTAL
24.	Research Assistant Gr. II	3	-	-	-	-	-	-	-	-	-	3
25.	D.P.A. Grade 'A'	8	3	-	-	-	-	-	-	-	-	11
26.	Jr. Hindi Translator	1	1	1	1	1	1	1	-	1	-	8
27.	Librarian Gr. II	1	-	-	-	-	-	-	-	-	-	1
28.	D.E.O. Grade 'C'	3	3	-	-	1	-	-	-	-	-	7
29.	D.E.O. Grade 'B'	7	-	-	-	-	-	-	-	-	-	7
30.	Caretaker	1	-	-	-	-	-	-	-	-	-	1
31.	U.D.C.	24	1	3	2	4	2	4	1	2	2	45
32.	Steno Grade 'D'	5	1	2	1	2	1	1	1	1	1	16
33.	D.E.O. Grade 'A'	9	1	2	3	1	1	2	1	-	1	21
34.	L.D.C.	6	2	2	2	3	3	2	2	2	2	26
35.	Staff Car Driver	2	1	1	1	1	1	1	1	1	-	10
36.	MTS	40	9	7	9	13	5	12	5	7	5	112
	TOTAL	**110**	**22**	**18**	**19**	**26**	**14**	**23**	**11**	**14**	**11**	**268**

GROUP/CATEGORY-WISE SANCTIONED STRENGTH

Group	HQ	NR	TOTAL	Other Regional/Sub-Regional Offices	Grand Total
Group 'A'	24	3	27	16	43
Group 'B'	85	18	103	89	192
Group 'C'	110	22	132	136	268
TOTAL	*219*	*43*	*262*	*241*	*503*

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 9-12 years.

APPENDIX-E

Recruitment to Group "B" posts from 01.04.2015 to 31.03.2016
Category-wise and Region-wise Details of Selection Posts

Name of Region	Vacancies advertised							No. of applications							No. of candidates Selected.						
	UR	SC	ST	OBC	EXS	PH	Total	UR	SC	ST	OBC	EXS	PH	Total	UR	SC	ST	OBC	EXS	PH	Total
CR	36	05	04	08	---	---	53	2992	1897	313	3087	51*	146*	8289	16	03	04	08	---	---	31
ER	73	18	11	44	08*	03*	146	3917	2040	745	2850	43*	60*	9552	06	02	---	02	---	---	10
KKR	07	---	01	07	---	---	15	576	134	051	565	---	---	1326	54	14	08	24	---	---	100
MPR	04	01	---	05	---	01*	10	773	109	35	244	---	26*	1161	01	---	---	04	---	---	05
NR	195	44	21	70	---	14*	330	9912	4398	901	6866	302*	273*	22077	57	13	06	19	---	---	95
NER	12	01	---	02	---	---	15	383	167	92	248	---	---	890	10	01	---	---	---	---	11
NWR	02	---	---	---	---	---	02	1344	716	141	1112	02*	03*	3313	51	11	04	23	---	---	89
SR	02	02	01	02	---	---	07	51	70	34	117	---	02*	272	11	02	01	04	---	---	18
WR	19	02	---	05	---	---	26	1187	928	134	1136	---	---	3385	26	11	06	44	---	---	87
Total	350	73	38	143	---	---	604	21135	10459	2446	16225	---	---	50265	232	57	29	128	---	---	446

* EXS & PH Included in the main category

APPENDIX-E1

Recruitment to Group "C" posts from 01.04.2015 to 31.03.2016 Category-wise and Region-wise Details of Selection Posts.

Name of Region	Vacancies advertised							No. of applications							No. of candidates Selected.						
	UR	SC	ST	OBC	EXS	PH	Total	UR	SC	ST	OBC	EXS	PH	Total	UR	SC	ST	OBC	EXS	PH	Total
CR	17	02	02	07	---	---	28	6245	7007	851	10034	200 *	721*	24137	14	04	02	08	---	01*	28
ER	15	04	01	13	---	---	33	4735	3450	897	3557	72*	147*	12639	04	---	---	03	---	---	07
KKR	22	07	02	08	---	---	39	216	095	022	227	---	---	560	08	01	02	03	---	---	14
MPR	---	---	---	01	---	---	01	189	144	35	300	---	---	668	---	---	---	01	---	---	01
NR	14	01	---	03	---	01*	18	2865	2641	446	3140	32*	180*	9092	12	02	---	03	---	---	17
NER	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
NWR	01	---	---	---	---	---	01	1718	1433	147	1600	58*	159*	4898	01	---	---	---	---	---	01
SR	03	---	---	02	---	---	05	127	26	14	163	---	---	330	05	---	01	02	---	---	08
WR	05	02	---	03	---	---	10	831	920	163	1011	---	---	2925	06	02	02	02	---	---	12
Total	**77**	**16**	**05**	**37**	**---**	**---**	**135**	**16926**	**15716**	**2575**	**20032**	**---**	**---**	**55249**	**50**	**09**	**07**	**22**	**---**	**---**	**88**

* EXS &PH Included in the main category