



# ANNUAL REPORT 2016-2017



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



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## EXECUTIVE SUMMARY

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

(Chapter II)
2. (a) The Commission is mandated to conduct eight All India Open Competitive Examinations in a year, viz.
  - (i) Combined Graduate Level Examination.
  - (ii) Combined Higher Secondary (10+2) Level Examination.
  - (iii) Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination.
  - (iv) Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination.
  - (v) Junior Hindi Translator, Senior Hindi Translator and Hindi Pradhyaapak Examination.
  - (vi) Junior Translator (Central Secretariat Official Language Service) Examination.
  - (vii) Multi Tasking (Non-Technical) Staff Examination, and
  - (viii) Stenographers' Grade 'C' & 'D' Examination.
- (b) Besides, the Commission also conducts three Limited Departmental Competitive Examinations in a year for promotion from :
  - (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade,
  - (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade, and
  - (iii) Stenographer Grade 'D' to Stenographer Grade 'C'.
- (c) The Commission also makes recruitment to Selection Posts, i.e. isolated posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India, which are not covered by the All India Open Competitive Examinations and have essential qualifications specific to the job requirement. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examinations, conducted in the

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format of Objective Type Multiple Choice Questions.

- (d) In addition, two non-mandated examinations are also being conducted by the Commission on the specific directions of the Government. These two examinations are :-
- (i) Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, and
  - (ii) Temporary Constable (Executive)-Male & Female in Delhi Police Examination.

For these examinations, the Commission has entered into a Memorandum of Understanding (MoU) with the Ministry of Home Affairs and the Delhi Police, respectively.

- (e) The Commission also holds periodic typewriting Skill Tests in English and Hindi.

(Chapter-II)

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

(Chapter-II)

4. For the smooth conduct of examinations and to fully achieve the objective of merit based selection, the Commission constantly reviews the examination procedures and brings in the requisite reforms. As a result of such reviews and to bring about maximum efficiency and credibility in the examination process, several new initiatives were taken. The most important initiative during this year has been the migration from the OMR based mode of examination to the Computer Based Mode (CBM) for conducting Objective Type Multiple Choice examinations. The Commission introduced videography to check impersonation in the written examinations and typing tests and engaged the services of Central Paramilitary Forces at the examination venues for intensive frisking of candidates to check exam related malpractices.

(Chapter-I)

5. The main activities related to examinations, such as receipt of applications, issue of admission certificates and declaration of results have been made completely online. Besides, the Commission has also introduced the system of online vacancy collection.

(Chapter-I)

6. The Commission selected 68,496 candidates for appointment to various posts through All India Open Competitive Examinations and 384 candidates against Selection Posts during the year 2016-17.

(Chapter-III & IV)

7. A total of 15 All India Open Competitive Examinations (conducted in stages) and re-examinations, and 03 Limited Departmental Competitive Examinations were conducted by the Commission during the year 2016-17. 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 Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts. This has increased the transparency and equity by putting candidates from rural backgrounds at par with the candidates from urban areas.

(Chapter – IV)

8. A total of 1,86,85,240 candidates registered for different stages of various examinations conducted by the Commission during the year 2016-17. This included 1,85,84,358 candidates for the All India Open Competitive Examinations, 99,756 candidates for Selection Posts Examinations and 1,126 candidates for Limited Departmental Competitive Examinations.

(Chapter-IV& V)

9. During the year 2016-17, the Commission conducted its biggest examination i.e. Combined Higher Secondary (10+2) Level Examination (Tier-I), 2016 for 64,06,623 candidates at 409 venues located in 98 examination centres (i.e. cities) across the country.

(Chapter -VI)

10. The Commission made concerted efforts to promote participation of women candidates in the Commission's examinations. During the year under report out of 1,20,19,689 candidates who applied for various All India Open Competitive Examinations conducted by the Commission, 42,92,441 were women candidates. In percentage terms, the participation of women candidates was 35.71%.

(Chapter-VII)

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

(Chapter-IX)

12. The Commission was awarded 'Certificates of Excellence' under two categories on the online RTI portal viz (i) the average time taken for giving replies and (ii) the quality of the replies given. The Commission also received the 'Gems of Digital India' award for the year 2017. The 'Rajbhasha Running Shield' of DoP&T for outstanding work in Hindi for the year 2016-17 was also awarded to the Commission.

(Chapter-IX & X)





## CHAPTER - I

### INITIATIVES TAKEN BY THE COMMISSION

- 1.1 In order to enhance the Commission's operational efficiency and to facilitate merit based selection, several steps have been initiated by the Commission which inter-alia include :-
- A. ONLINE SYSTEM FOR RECEIPT OF APPLICATIONS, VACANCY COLLECTION, DECLARATION OF RESULTS AND RELATED ACTIVITIES.**
- 1.2 As an initiative towards full digitization, the Commission introduced the system of online application in phases in the year 2010. At present, all applications for various examinations conducted by the Commission are only accepted online.
- 1.3 The online mode has also been adopted for the collection of vacancies from various Ministries / Departments of the Government of India.
- 1.4 Similarly, representations on tentative Answer Keys are invited online after every examination.
- 1.5 Adoption of online mode for collection of vacancies, receipt of applications and resolving representations to Answer Keys have effectively streamlined these processes by making them time bound, hassle free and fool-proof.
- 1.6 All examination results are declared on the website of the Commission. Admit Cards of the candidates are hosted on the website for being accessed and downloaded by the candidates before respective examinations. Final Answer Keys are also hosted on the website.
- 1.7 The Commission also uploads Notices and Alerts etc. on its website for effective communication with the candidates.
- B. ONLINE RECEIPT OF APPLICATIONS OF CANDIDATES FOR SELECTION POSTS**
- 1.8 Till 2015-16, applications for Selection Posts were received only in hard copies. The Commission has also started receiving applications online, for Selection Posts.
- C. INTRODUCTION OF COMPUTER BASED MODE OF EXAMINATION**
- 1.9 Up to May 2016, all the examinations of the Commission were conducted in the OMR Based Mode. Thereafter, in June 2016, as a major initiative, with the prior approval of the Government, the Commission embarked on the Computer Based Mode (CBM) of examination for conducting Objective Type Multiple Choice examinations. The first examination conducted by the Commission in the Computer Based Mode (CBM) in June 2016 was the re-examination of Sub Inspectors in Delhi Police, CAPFs and Assistant Sub Inspectors in CISF Examination, 2016. Based on the success of the examination, the Commission made a swift and comprehensive transition to the Computer Based Mode whereby all major Objective Type Multiple Choice examinations of the Commission, except the MTS Examination, are now being conducted in the Computer Based Mode.

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- 1.10 By March 31, 2017, the Commission has conducted the following 09 (nine) Examinations in the Computer Based Mode :
- (i) Re-examination of SIs in Delhi Police, CAPFs, & Assistant Sub Inspectors in CISF Examination (Paper-I), 2016
  - (ii) Combined Graduate Level Examination (Tier-I), 2016
  - (iii) Combined Graduate Level Examination (Tier-II), 2016
  - (iv) SIs in Delhi Police, CAPFs, & Assistant Sub Inspectors in CISF Examination (Paper-II), 2016
  - (v) Upper Division Clerks Grade Limited Departmental Competitive Examination, 2016
  - (vi) Combined Higher Secondary (10+2) Level Examination (Tier-I), 2016
  - (vii) Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination (Paper-I), 2016
  - (viii) Selection Post Examination (Higher Secondary Level)
  - (ix) Selection Post Examination (Matriculation Level)
- 1.11 There are strategic advantages in conducting the examinations in the Computer Based Mode, which inter-alia include:
- (i) The Computer Based Mode of Examination is more effective and with adequate safeguards in place, the said modality is more reliable, efficient and robust.
  - (ii) Human intervention is minimal which reduces the chances of the examination being compromised.
  - (iii) There is greater flexibility and higher confidentiality in the administration and management of Question Papers.
  - (iv) Complete automation leads to greater accuracy and faster processing of results.
  - (v) There is better data management, analysis and report generation.
- 1.12 The Commission has also taken several measures to facilitate the candidates, especially from the remote and rural areas, in adapting to the Computer Based Mode. These measures, inter alia, include:
- (i) Opening Examination Venues in places other than the metropolitan cities / capital cities so that the candidates can be accommodated at examination venues closer to their place of residence.
  - (ii) Simplification of the format/procedures for on-line registration.
  - (iii) Uploading of an 'Animated Walk Through Module' on the websites of the Commission and its Regional Offices, to comprehensively educate candidates on the salient processes involved in the conduct of examinations in the Computer Based Mode.

- (iv) Uploading in advance, the 'Practice Tests' and 'Mock Drills' for the candidates on the websites of the Commission and its Regional and Sub-Regional Offices, so that the candidates can regularly practise and adapt themselves to the Computer Based Mode.
- (v) Online uploading of Admission Certificates of Examinations for the benefit of the candidates to avert any complaints about non-receipt of Admission Certificates by post, especially in the case of candidates residing in remote and rural areas, as the delivery of Admission Certificates by post, takes much more time.

**D. ONE-TIME REGISTRATION**

- 1.13 A major initiative taken by the Commission is the introduction of the one-time registration of candidates. Under this dispensation, candidates are required to register only once on the Commission's website. Consequent thereto they are issued 'User IDs' and 'Passwords' which are used by them in various examinations conducted by the Commission. The One-time Registration creates a permanent database of the candidates, wherein basic information is auto-populated during filling up of new applications by the candidates. Candidates can use this facility to update their profile from time to time. This modality has certain distinct advantages. It provides a unique identity to the candidates and restricts generation of multiple registration numbers and prevents debarred candidates from applying. It also automatically filters out over-aged and under-aged candidates.
- 1.14 E-mails and phone numbers of all the candidates are registered at the time of mandatory One-time Registration. In emergent circumstances, all material information related to examinations is communicated to the candidates through e-mails and SMSs on their registered e-mail IDs/mobile numbers.

**E. DIGITAL FINGER PRINT COLLECTION**

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

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

- 1.16 Under this dispensation, no documents are required to be submitted at the time of application except for Selection Posts. Documents are collected and verified physically by the Regional and Sub-Regional Offices of the Commission before final selection and self certified copies of the relevant documents are accepted.

**G. DISCONTINUATION OF INTERVIEWS FOR JUNIOR LEVEL POSTS**

- 1.17 Pursuant to the decision taken by the Government, the Commission has, w.e.f. 01.01.2016, dispensed with interviews in its selection processes.

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

- 1.18 As an initiative to bring about uniformity in the administration of Skill Tests for Stenographers' Grade 'C' and 'D' Examinations, the Commission has introduced audio-recorded passages. This has brought about a qualitative improvement in the Skill Tests administered by the Commission.

**I. FACILITIES FOR PERSONS WITH DISABILITIES (DIVYANGJAN)**

- 1.19 The Commission extends the facility of scribes for examinations conducted in the Computer Based Mode and descriptive papers, and Passage Readers for Skill Tests, to Visually Handicapped (VH) candidates (with a disability of 40% or more) and the candidates afflicted by Cerebral Palsy. Compensatory time of 20 minutes per hour is also given to such candidates in these examinations. The Commission also provides scribes and compensatory time of 20 minutes per hour to candidates who are orthopedically handicapped with locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate. Alternate questions, which do not have any component of Maps / Graphs / Analysis of Figure based Statistical Data / Interpretation of Diagrams / Figures / Pie Charts, etc., are administered to VH candidates.

**J. BIOMETRIC REGISTRATION**

- 1.20 For effective checking of candidates appearing for Computer Based Examinations, the system of biometric registration has been introduced which captures finger prints and photographs of the candidates. Moreover, seating arrangements of the candidates are done randomly on the basis of biometric registration. The data captured at the stage of biometric registration may be used to verify the identity of candidates appearing at different stages of examination subsequently.

**K. CCTV CAMERA COVERAGE**

- 1.21 Activities relating to examinations are sensitive in nature and require close monitoring. Accordingly, surveillance through CCTV cameras is done to keep a watch on the candidates during the examination. The entire examination venue / lab in the Computer Based Mode of Examinations is covered by CCTV camera surveillance. In order to monitor the handling of sensitive examination materials in the Confidential Halls, CCTV camera monitoring is in operation in the Commission Headquarters.

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

- 1.22 Earlier the Regional Directors/Deputy Directors were required to be called to the Commission's Headquarters for meetings. During the year, the Commission introduced Video Conferencing with the Regional Directors / Deputy Directors. This has contributed to a meaningful real-time exchange of information between the Regional and Sub-Regional Offices and the Commission Headquarters. It has also streamlined and expedited the decision making processes in the Commission besides saving expenditure and time on travel. Larger policy matters and details about the conduct of examinations on a real time basis, are discussed by the Commission with the Regional Directors / Deputy Directors regularly in these Video Conferences.

**CHAPTER - II**  
**FUNCTIONS AND ORGANISATIONAL STRUCTURE OF**  
**STAFF SELECTION COMMISSION**

**A. HISTORICAL BACKGROUND**

- 2.1 Article 320 of the Constitution provides for conducting examinations for recruitment to all posts and services of the Central Government by the Union Public Service Commission. The Estimates Committee of Parliament in its 47th Report (1967-68) recommended the setting up of a Service Selection Commission for taking over and conducting examinations for recruitment to lower categories of posts from UPSC. Pursuant to this, and as an interim measure, an Examination Wing was added to the Institute of Secretariat Training and Management of the Government of India.
- 2.2 The First Administrative Reforms Commission (ARC), in 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(S)/74-Estt. (B), dated the 4th November, 1975 (Appendix-A) of Department of Personnel and Administrative Reforms.
- 2.3 The Subordinate Services Commission was subsequently re-designated as the Staff Selection Commission (SSC) on 26th September, 1977 to make recruitment to Class III (now Group 'C') non-technical posts in the various Ministries / Departments of the Government of India and their Attached and Subordinate Offices. The functions of the Staff Selection Commission have been enlarged from time to time. From May 1999, the Commission was entrusted recruitment to all Group 'B' (Non-Gazetted) posts in various pay scales, the maximum of which was less than Rs.9300-34800 (Grade Pay Rs.4,600). Recruitment to these Group 'B' posts was earlier conducted by the UPSC. From November 2003, the Central Government further authorized the Commission to make recruitment upto all Group 'B' (Non-Gazetted) posts carrying scale of pay of Rs. 9300-34800 (Grade Pay Rs.4,600).
- 2.4 The functions of the Staff Selection Commission defined by Resolution No. 39018/1/98-Estt (B) dated 21st May, 1999 and its subsequent amendments vide Resolution No. 24012/8-A/2003-Estt (B) dated 13th November, 2003, 29th September, 2005, 14th January, 2011, 24th July, 2012 and 17th February, 2016 are given as under:-
- (a) (i) To make recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' (Non-

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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 of Rs.4,800/- through the competitive examinations.

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

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

- (a) The Commission has been mandated to conduct eight All India Open Competitive Examinations, viz.
  - (i) Combined Graduate Level Examination,
  - (ii) Combined Higher Secondary (10+2) Level Examination,
  - (iii) Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination,
  - (iv) Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination,
  - (v) Junior Hindi Translator, Senior Hindi Translator and Hindi Pradhyapak

- Examination,
- (vi) Junior Translator (Central Secretariat Official Language Service) Examination,
  - (vii) Multi Tasking (Non-Technical) Staff Examination and
  - (viii) Stenographers' Grade 'C' & 'D' Examination.
- (b) Besides, the Commission also conducts three Limited Departmental Competitive Examinations for promotion from;
- (i) Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade,
  - (ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade and
  - (iii) Stenographer Grade 'D' to Stenographer Grade 'C'.
- (c) The Commission also makes recruitment to Selection Posts i.e. isolated posts (not covered by the open competitive examinations) for different Group 'B' (Non-gazetted) and Group 'C' (Non-Technical) posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examinations, conducted in the format of Objective Type Multiple Choice Questions.
- (d) In addition to the above, two non-mandated examinations are also being conducted by the Commission on the specific directions of the Government. These two examinations are :-
- (i) Constables (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, and
  - (ii) Temporary Constables (Executive)-Male & Female in Delhi Police Examination.
- These examinations are conducted by the Commission through the modality of Memorandum of Understanding (MoU) with the Ministry of Home Affairs and the Delhi Police, respectively.
- (e) The Commission also holds periodic typewriting Skill Tests in English and Hindi.

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

2.6 The Staff Selection Commission is headed by a Chairman of the rank and status of Additional Secretary to the Government of India. He is assisted by two Members of the rank and status of Joint Secretary to the Government of India and other Officers and supporting staff. The sanctioned staff strength of the Commission in its Headquarters at New Delhi and the Regional and Sub-Regional Offices as on 31.03.2017 was 481. The sanctioned strength consists of 43 Group 'A' posts, 193 Group 'B' posts and 240 Group 'C' posts; 5 posts are deemed abolished as they have been lying vacant for more than 10 years. Out of the total

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sanctioned strength, 221 posts (45.94 percent) are located at the Headquarters.

- 2.7 Distribution of sanctioned posts amongst the 07 Regional and 02 Sub-Regional Offices is as follows :-

**Table – 1.1**

| <b>Regional Offices</b>     |                             |                  |
|-----------------------------|-----------------------------|------------------|
| Sl.No.                      | Region                      | Sanctioned posts |
| 1                           | Central Region              | 36               |
| 2                           | Eastern Region              | 39               |
| 3                           | Karnataka and Kerala Region | 22               |
| 4                           | Northern Region             | 42               |
| 5                           | North Eastern Region        | 21               |
| 6                           | Southern Region             | 33               |
| 7                           | Western Region              | 33               |
| <b>Sub-Regional Offices</b> |                             |                  |
| 8                           | Madhya Pradesh Region       | 17               |
| 9                           | North Western Region        | 17               |
|                             | <b>Total</b>                | <b>260</b>       |

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

### **A. REGIONAL NETWORK**

- 2.10 The Headquarters of the Staff Selection Commission is located at Block No.12, CGO Complex, Lodhi Road, New Delhi. The Commission has 07 Regional Offices at Allahabad, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, and 02 Sub-Regional Offices located at Chandigarh and Raipur.
- 2.11 This Network provides an effective link between the Commission, State Governments and Central Government Offices located in the States / Union Territories (UTs). Through the regional network, the Commission has been able to establish an effective control over the conduct of examinations. The Regional and Sub-Regional Offices also provide local contact points to the candidates.
- 2.12 The Regional and Sub-Regional Offices of the Commission are primarily responsible for ensuring the smooth and efficient conduct of all its examinations viz. eight (08) mandated All India Open Competitive Examinations, three (03) Limited Departmental Competitive Examinations, Examinations for Selection Posts and Skill Tests & Document Verification associated with these examinations. In addition, the Commission also conducts non-mandated examinations which are assigned to it, by the Government from time to time.



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

**D. BUDGET AND EXAMINATION FEE**

- 2.17 Budgetary support for the Commission's functioning is given by the Government of India from the Annual Budget of the Department of Personnel and Training under the Ministry of Personnel, Public Grievances and Pensions. In respect of non-mandated examinations, which are conducted by the Commission on a Memorandum of Understanding (MoU) basis, the expenditure is borne by the indenting Ministry / Department concerned.
- 2.18 The Commission charges examination fee from candidates at the time of receipt of applications. The fee structure is determined in consultation with the Government. At present, the Commission charges Rs.100/- from male candidates of General and OBC categories. Candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Physically Handicapped (PH), Ex-Servicemen (Ex-S) categories and all women candidates are exempted from payment of the examination fee. The mode of collection of fee is through credit and debit cards of all Banks, online payment through State Bank of India (SBI) and its Associate Banks and bank challans of SBI for the benefit of rural candidates. The examination fee charged from the candidates is directly credited into the Consolidated Fund of India.

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2.19 The Commission's expenditure during the year 2016-17 was Rs.112.91crore and the income from examination fees and other examination related charges during the corresponding period was Rs.71.67 crore. The details of income and expenditure of the Staff Selection Commission during the last three years is as under:

**Table – 1.2**

| <b>Year</b> | <b>Income<br/>(Rs.) Cr.</b> | <b>BE<br/>(Rs.) Cr.</b> | <b>RE<br/>(Rs.) Cr.</b> | <b>Expenditure<br/>(Rs.) Cr.</b> | <b>Percentage<br/>Utilization</b> |
|-------------|-----------------------------|-------------------------|-------------------------|----------------------------------|-----------------------------------|
| 1           | 2                           | 3                       | 4                       | 5                                | (5/4)                             |
| 2014-15     | 69.76                       | 107.12                  | 125.50                  | 125.42                           | 99.94%                            |
| 2015-16     | 67.02                       | 127.86                  | 145.40                  | 145.18                           | 99.85%                            |
| 2016-17     | 71.67                       | 167.32                  | 113.03                  | 112.91                           | 99.89%                            |

**CHAPTER - III**  
**THE YEAR 2016-17 IN RETROSPECT**

- 3.1 During the Year 2016-17, the Commission received about two (2) crore applications for various examinations.
- 3.2 The Commission, during the year, in consonance with the calendar of examinations, ensured the timely conduct of examinations and prompt declaration of results. It is a matter of satisfaction for the Commission that despite a phenomenal increase in the number of applicants, the Commission has been able to complete the recruitment processes as scheduled.
- 3.3 The system of online applications was further streamlined and strengthened with a view to simplifying the procedures, eliminating mistakes in data entry and saving considerable time taken for data entry of applications received manually. During the year, all the applications were received online. This has led to a considerable saving in time and expenditure besides contributing to a more accurate data base.
- 3.4 The Commission conducted 15 Examinations during the year 2016-17, in which 54,82,214 candidates appeared.
- 3.5 During the year 2016-17, four new Examination Centres were opened in different States, viz. Vijayawada in Andhra Pradesh and Hyderabad, Nizamabad and Warangal in Telangana. The Commission's policy towards opening new examination centres is to provide examination venues closer to the places of residence of candidates. The examination centres are generally located at places that have large concentration of candidates and are well connected by rail / road so that candidates from far flung rural areas have minimal problems in appearing for the examinations. While allotting examination venues, the Commission also takes adequate precautions to ensure that women and Persons with Disabilities (PwD) candidates are subjected to least inconvenience.
- 3.6 In keeping with the Commission's policy of 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. On receipt of the challenges, the Commission exercises due diligence before preparing the final Answer Keys. Thereafter, result is declared on the basis of the final Answer Keys. These final Answer Keys are also uploaded on the website of the Commission whereby the candidates are able to judge their performance in the examinations. Marks secured by the candidates in various examinations conducted by the Commission are also hosted on the website for perusal by the candidates.

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- 3.7 During the year 2016-17, results of five All India Open Competitive Examinations, held during the year 2015-16 and 2016-17, were declared by the Commission and 68,880 candidates were recommended for appointment to different User Ministries / Departments. Out of these, 68,496 candidates were selected through various All India Open Competitive Examinations and 384 candidates were selected through examinations conducted for the Selection Posts. It would be noteworthy to mention that in the last 10 years this is the second highest recruitment made by the Commission in a financial year, the highest being 83,591 in 2012-13.
- 3.8 The details of Region-wise and Category-wise candidates recommended for appointment through All India Open Competitive Examinations during the year 2016-17 are given below:

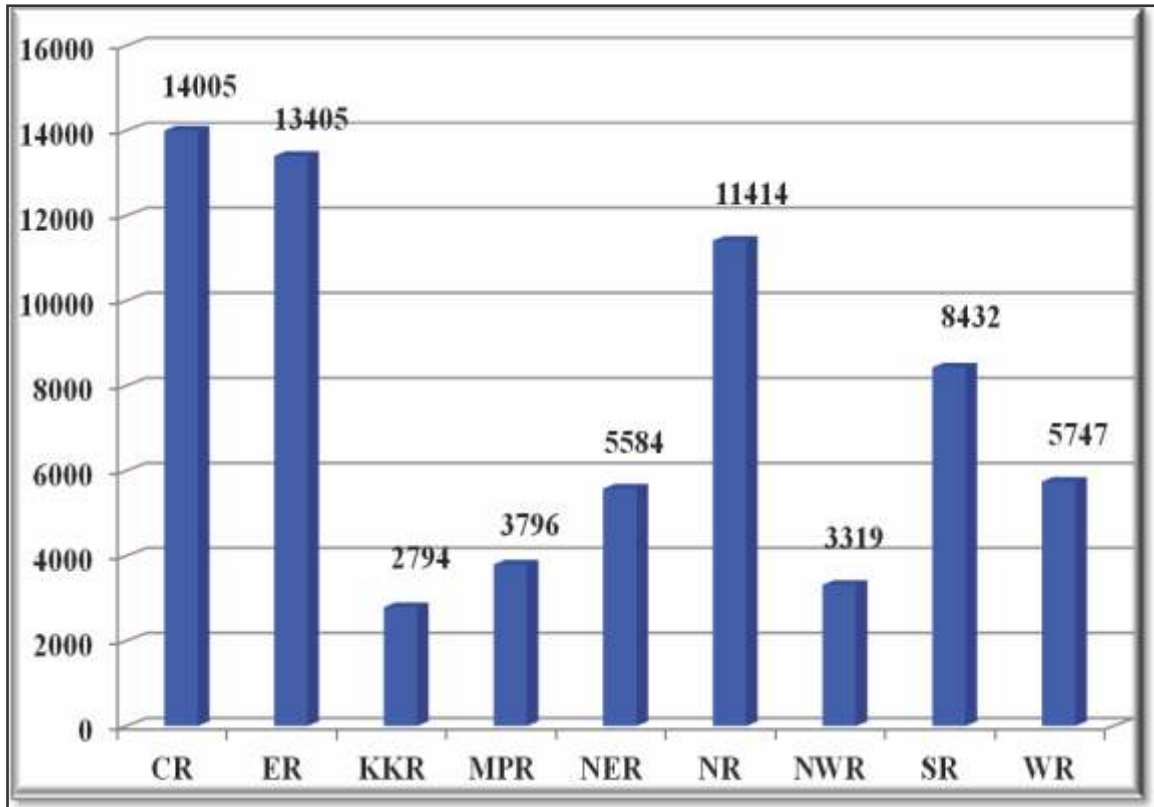
**Table – 3.1**

### **RECRUITMENT MADE THROUGH OPEN COMPETITIVE EXAMINATIONS**

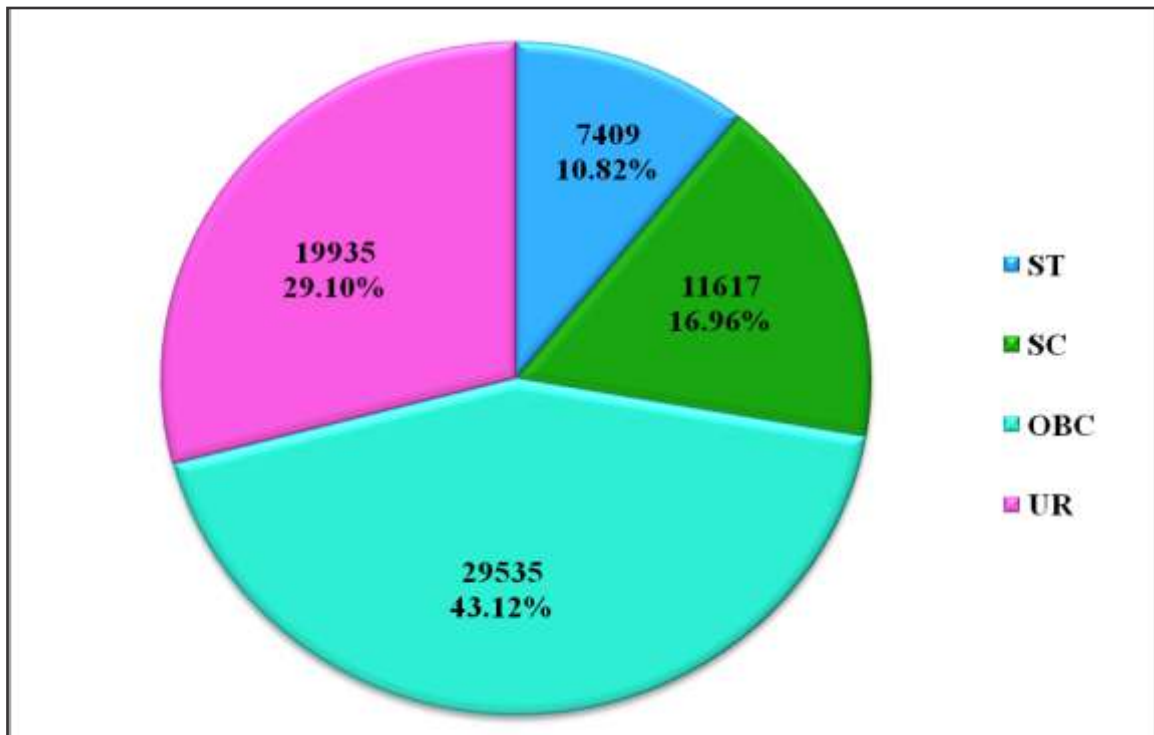
| <b>REGIONS</b> | <b>UR</b>     | <b>SC</b>     | <b>ST</b>    | <b>OBC</b>    | <b>ExS*</b> | <b>PwD*</b> | <b>TOTAL</b>  |
|----------------|---------------|---------------|--------------|---------------|-------------|-------------|---------------|
| <b>CR</b>      | 4,395         | 2,368         | 131          | 7,111         | 87          | 135         | 14,005        |
| <b>ER</b>      | 3,929         | 2,749         | 1,987        | 4,740         | 55          | 62          | 13,405        |
| <b>KKR</b>     | 804           | 416           | 186          | 1,388         | 45          | 18          | 2,794         |
| <b>MPR</b>     | 718           | 594           | 1,094        | 1,390         | 7           | 24          | 3,796         |
| <b>NER</b>     | 1,064         | 573           | 1,556        | 2,391         | 1           | 9           | 5,584         |
| <b>NR</b>      | 4,628         | 1,937         | 1,069        | 3,780         | 179         | 287         | 11,414        |
| <b>NWR</b>     | 1,472         | 755           | 164          | 928           | 32          | 20          | 3,319         |
| <b>SR</b>      | 1,118         | 1,510         | 548          | 5,256         | 61          | 37          | 8,432         |
| <b>WR</b>      | 1,807         | 715           | 674          | 2,551         | 68          | 65          | 5,747         |
| <b>TOTAL</b>   | <b>19,935</b> | <b>11,617</b> | <b>7,409</b> | <b>29,535</b> | <b>535</b>  | <b>657</b>  | <b>68,496</b> |

\* ExS and PwD included in the main category

**REGION-WISE SELECTIONS IN ALL INDIA OPEN COMPETITIVE EXAMINATIONS DURING 2016-17**



**SELECTION OF UR, SC, ST AND OBC CANDIDATES IN ALL INDIA OPEN EXAMINATIONS DURING 2016-17**



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3.9 The details of Region-wise and Category-wise candidates recommended for appointment for Selection Posts during the year 2016-17 are given below:

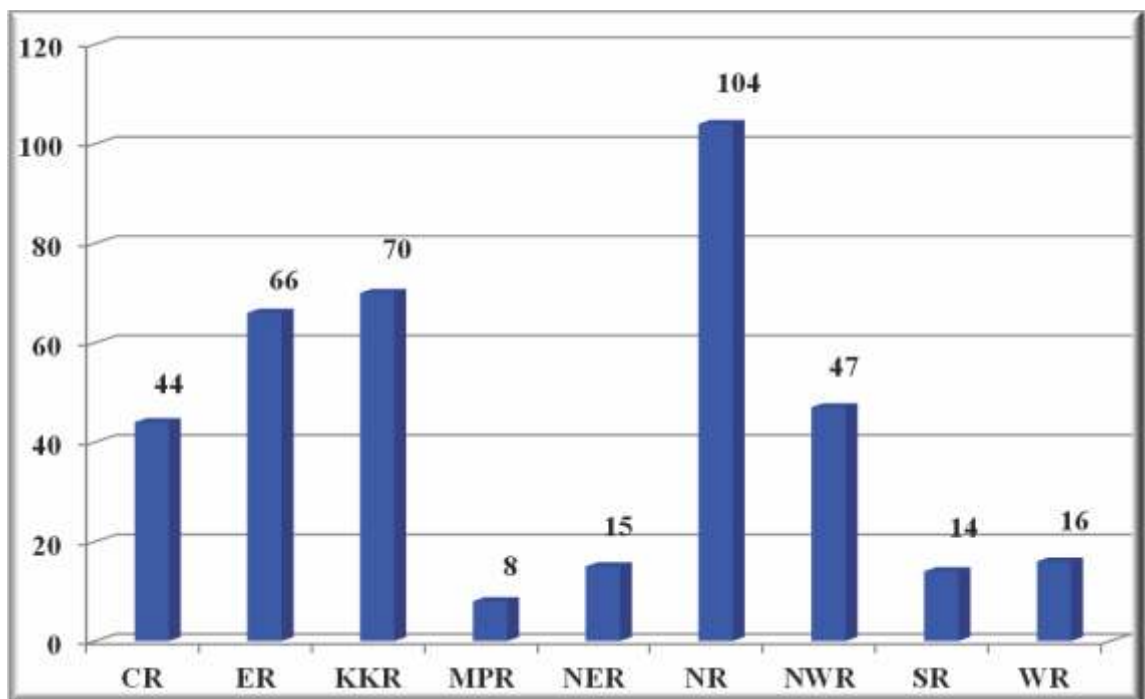
**Table – 3.2**

### RECRUITMENT MADE FOR SELECTION POSTS

| REGION       | UR         | SC        | ST        | OBC        | ExS*     | PwD*     | TOTAL      |
|--------------|------------|-----------|-----------|------------|----------|----------|------------|
| CR           | 19         | 3         | 1         | 21         | 0        | 0        | 44         |
| ER           | 22         | 9         | 4         | 31         | 0        | 4        | 66         |
| KKR          | 19         | 11        | 3         | 37         | 2        | 1        | 70         |
| MPR          | 3          | 1         | 0         | 4          | 0        | 0        | 8          |
| NER          | 7          | 4         | 1         | 3          | 0        | 0        | 15         |
| NR           | 40         | 22        | 5         | 37         | 0        | 0        | 104        |
| NWR          | 18         | 5         | 3         | 21         | 0        | 0        | 47         |
| SR           | 8          | 2         | 0         | 4          | 1        | 0        | 14         |
| WR           | 9          | 3         | 1         | 3          | 0        | 0        | 16         |
| <b>TOTAL</b> | <b>145</b> | <b>60</b> | <b>18</b> | <b>161</b> | <b>3</b> | <b>5</b> | <b>384</b> |

\* ExS and PwD included in the main category

### REGION-WISE SELECTIONS IN SELECTION POST EXAMINATIONS DURING 2016-17



3.10 The Commission plays a significant role in the recruitment of manpower for the Central Armed Police Forces and the Delhi Police on a regular basis. During the period 2010-11 to 2016-17, the Commission has recruited 2,03,177 Constables (GD) / Riflemen for CAPFs and 17,255 Sub Inspectors / Assistant Sub Inspectors for CAPFs and Delhi Police. A total of 57,014 Constables (GD) / Riflemen were recruited by the Commission for CAPFs during the year 2016-17.

3.11 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 selected personnel belong to different States having different languages, customs and culture, which promotes national integration.

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

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

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

3.13 The details of SC, ST and OBC candidates nominated through the All India Open Competitive Examinations during the year 2016-17 are available in Chapter IV. During the year under report, 11,617 SC candidates, 7,409 ST candidates and 29,535 OBC candidates aggregating to 48,561 candidates were recommended for appointment through All India Open Competitive examinations. This works out to 70.90% of the total candidates recommended for appointment. Similarly, as against 384 Selection Posts, 60 SC candidates, 18 ST candidates and 161 OBC candidates were recommended for appointment aggregating to a total of 239 candidates. This works out to 62.24% of the total candidates recommended for appointment.

**B. FACILITIES PROVIDED TO PERSONS WITH DISABILITIES (DIVYANGJAN)**

3.14 The Commission extends the facility of providing scribes for Written Examination / CBM Examination and Passage Readers for Skill Test to Visually Handicapped (VH) candidates, Orthopaedically Handicapped (OH) candidates afflicted by Cerebral Palsy (CP) with 40% or more disability along with compensatory time of 20 minutes per hour.

- 3.15 Recently, the Commission also decided to provide the facility of compensatory time of 20 minutes per hour and scribes, on specific request, to such candidates who have a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate subject to such deficiency being indicated in the Medical Certificate submitted by the candidates.
- 3.16 The Commission has taken adequate precautions to ensure that the VH candidates are administered separate sets of questions on Quantitative Aptitude and General Intelligence which do not have components of Maps, Graphs, Statistical data, Diagrams, Figures etc. Alternate questions are given to VH candidates in place of questions with figures and diagrams.
- 3.17 The Commission makes an all-round endeavour to provide PwD candidates, an easy, safe and trouble free access to the venues of examination. To ensure this, the Commission makes concerted and sincere efforts to accommodate PwD candidates on the ground floor so that they are not required to climb stairs to access seats on higher floors. Where such an arrangement is not possible, it is ensured that the PwD candidates are not subjected to any hardship and user friendly facilities like elevators/lifts and ramps, etc. are made available. This arrangement is ensured well before the commencement of the examinations. PwD candidates who seek assistance of scribes are allotted specific venues on a separate date.

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

- 3.18 The Commission is committed to encourage women candidates to participate in the various examinations conducted by it. Towards this purpose, a caption is prominently displayed on 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”. Furthermore, 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 2016-17, a total of 42,92,441 women candidates applied for the All India Open Competitive Examinations conducted by the Commission, which constitutes 35.71 % of total applicants.

### **D. MEASURES TAKEN TO ENSURE INTEGRITY OF EXAMINATIONS**

- 3.19 With a phenomenal increase in the number of candidates applying for various examinations conducted by the Commission, the task of conducting free and fair examinations has become a major challenge. During the year 2016-17, the Commission took all possible precautions and measures to ensure the conduct of free and fair examinations. These include the following :-
- i) Careful selection of examination venues,
  - ii) Biometric registration of candidates,
  - iii) Conduct of Computer Based Examinations under CCTV camera surveillance,



- iv) Thorough frisking of candidates with the use of handheld metal detectors(HHMD),
- v) Random seating arrangements of the candidates linked to bio-metric registration,
- vi) Isolation of suspected group of candidates for a sharper and more focussed vigilance,
- vii) Intensive invigilation and inspection – including deployment of Officers as Inspecting Officers and surprise inspection by use of flying squads,
- viii) Three levels of security is ensured at the Venues of the Examination in the following pattern :-
  - a) The security arrangement inside the Examination Venues is ensured through a Private Professional Security Agency engaged by the Service Provider. The physical frisking with the use of hand held metal detectors of the candidates and internal supervision is also done by the Professional Security Agency.
  - b) Peripheral Security at or proximate to the Examination Venues is provided by the State Police Personnel, so as to effectively deal with any emergent Law and Order situation.
  - c) The Examination Venues identified by the Commission as sensitive/hyper sensitive are secured through the deployment of Para Military Forces, who also frisk the candidates.
- ix) Deployment of Quick Response Teams by the Service Provider.
- x) All security persons on duty at the Venues are required to strictly adhere to the dress code with a valid ID card displayed on their person for easy identification.
- xi) Issue of Notification regarding prohibited items and its strict implementation during the examination,
- xii) Strict document verification wherein finger prints of candidates are taken at the time of document verification which is used for identifying candidates in Skill Tests, etc.
- xiii) Ensuring proper training of Invigilators, Inspecting Officers (IOs) and other examination functionaries,
- xiv) Stringent action is taken against candidates found indulging in malpractices. Under this dispensation strict action is taken against the delinquent candidates, which inter alia includes lodging of FIRs, cancellation of candidature of delinquent candidates and their debarment from future examinations.

#### **E. COURT CASES**

3.20 The Staff Selection Commission also faces a large number of court cases. As on 31.03.2017, there were 2,086 court cases and 10 Special Leave Petitions being contested by the Commission. It has been observed that after declaration of the final result of any examination, there is a surge in filing of Court cases by unsuccessful candidates. These cases are promptly attended to by the Commission so that the Courts can be apprised of the correct factual and legal position and the pending legal matters get concluded in the shortest possible

## STAFF SELECTION COMMISSION

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time. The court cases at the Commission Headquarters and 09 Regional and Sub-Regional Offices are monitored on a regular basis by the Commission and all requisite actions such as filing of para-wise comments, briefing of advocates, coordinating with other Respondent Organisations etc. are expedited.

### **F. REDRESSAL/DISPOSAL OF PUBLIC GRIEVANCES UNDER CPGRAMS**

- 3.21 Presently, the online public grievances are centrally monitored under Centralized Public Grievance Redressal and Monitoring System (CPGRAMS) by the Nodal Agency of the Government of India i.e. Department of Administrative Reforms and Public Grievances (DARPG). Redressal/disposal of public grievances/complaints is co-ordinated in the Staff Selection Commission by the Research & Analysis Section, in consonance with the directions issued by the Government from time to time. These grievances are monitored by the Chairman of the Commission on a weekly basis including offline grievances for which written replies, specific to each grievance, are sent in time. The Commission through a robust monitoring mechanism, makes a concerted effort to ensure that all CPGRAMS cases are attended to, on due priority and satisfactorily disposed off within a period ranging between 15 to 30 days. The Commission also assigns due weightage to the quality of responses sent to the complainants.
- 3.22 An Officer of the rank of Joint Secretary has been designated as the Public Grievances Nodal Officer in the Staff Selection Commission and all complaints / public grievance petitions / representations are also closely monitored by him. The Public Grievance Nodal Officer is assisted by one Under Secretary, one Section Officer and one Assistant Section Officer. During the year under report, out of 16,654 grievances received under CPGRAMS in the Staff Selection Commission, 16,510 public grievances were disposed off. The remaining 144 cases were carried forward to the next year.

### **G. ONLINE RTI PORTAL**

- 3.23 The Commission's Headquarters and its Regional and Sub-Regional Offices have been successfully aligned to the Online RTI Portal of DoP&T for receiving and handling of RTI applications and appeals. Accordingly, a majority of RTI applications and appeals are now being received and processed online. This linkage has effectively streamlined processes, resulting in a more efficient handling and delivery of responses to RTI applications besides reducing paper work and achieving considerable saving of time. During the year 2016-17, a total of 13,934 RTI applications and 724 appeals under the Right to Information Act, 2005 were received in the Commission's Headquarters and were expeditiously addressed within the stipulated period. In recognition of this effort, from among all Government of India Ministries/Departments/Organisations, the Staff Selection Commission was awarded Certificates of Excellence under two of the six categories of Awards, i.e. (i) the average time taken for giving final replies to RTI requests and (ii) the quality of disposal of RTI requests during the period. The said awards were presented by the Hon'ble Minister of State for

Personnel, Public Grievances and Pensions to the Chairman of the Commission on 17.03.2017.

- 3.24 Total No. of RTI Applications and First Appeals received in the SSC (HQ), as per CIC's four Quarterly Reports, are as follows:-

**Table – 3.3**

| <b>S.No.</b> | <b>Quarterly Return</b>                        | <b>RTI Applications</b> | <b>First Appeals</b> |
|--------------|--|-------------------------|----------------------|
| 1            | 1 <sup>st</sup> Quarter (01.04.16 to 30.06.16) | 2,323                   | 122                  |
| 2            | 2 <sup>nd</sup> Quarter (01.07.16 to 30.09.16) | 2,498                   | 104                  |
| 3            | 3 <sup>rd</sup> Quarter (01.10.16 to 31.12.16) | 3,418                   | 169                  |
| 4            | 4 <sup>th</sup> Quarter (01.01.17 to 31.03.17) | 5,695                   | 329                  |
|              | <b>Total</b>                                   | <b>13,934</b>           | <b>724</b>           |

**CHAPTER - IV**  
**EXAMINATIONS CONDUCTED AND**  
**SELECTIONS MADE DURING THE YEAR 2016-17**

- 4.1 The Commission, as a major recruiting agency of the Government of India, in the discharge of its mandated responsibilities, is committed to conduct its examinations as per schedule and ensure timely declaration of results and prompt nomination of selected candidates to the User Ministries / Departments etc. During the year 2016-17, the Commission through meticulous planning and efficient execution ensured that its examinations were conducted as per schedule in a time bound manner and results were also declared on time to expedite the timely nomination of successful candidates to User Ministries / Departments.
- 4.2 Out of a total 1,86,85,240 candidates who were registered online, in the Year 2016-17, 1,85,84,358 candidates were registered for different All India Open Competitive Examinations, 99,756 candidates for examinations for Selection Posts and 1,126 candidates for Limited Departmental Competitive Examinations advertised/notified by the Staff Selection Commission.
- 4.3 Details of the All India Open Competitive Examinations notified and conducted by the Commission during the year are given in the table below:

**Table – 4.1**

**ALL INDIA OPEN COMPETITIVE EXAMINATIONS 2016-17**

| <b>Sl. No.</b> | <b>Name of Examination</b>   | <b>Date of Examination</b> | <b>Registered candidates</b> | <b>No. of candidates appeared</b> |
|----------------|--|----------------------------|------------------------------|-----------------------------------|
| 1              | Combined Higher Secondary (10+2) Level Examination, 2015 re-exam only in NR  | 06.08.2016                 | 611                          | 151                               |
| 2              | Combined Higher Secondary (10+2) Level Examination, 2015 re-exam only in Allahabad, Bhavnagar, Delhi and Kochi       | 23.07.2016                 | 881                          | 112                               |
| 3              | Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination (Paper-I), 2016 | 19.06.2016                 | 25,298                       | 7,359                             |

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|    |  |                                |                                 |           |
|----|--|--------------------------------|---------------------------------|-----------|
| 4  | Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination (Paper-I), 2016 (Computer Based Examination) - Re-Examination | 04.06.2016<br>to<br>07.06.2016 | (Registered<br>in 2015-16)<br># | 2,04,051  |
| 5  | Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination (Paper-II), 2015                                       | 24.07.2016                     | 6,788                           | 6,267     |
| 6  | Stenographers' Grade 'C' and 'D' Examination, 2016   | 31.07.2016.                    | 4,57,680                        | 2,12,214  |
| 7  | Combined Higher Secondary (10+2) Level Examination (Tier-II), 2015   | 18.09.2016                     | 60,645                          | 46,201    |
| 8  | Combined Graduate Level Examination, 2016 (Computer Based Examination)   | 27.08.2016<br>to<br>11.09.2016 | 38,03,748                       | 14,25,234 |
| 9  | Combined Graduate Level Examination (Tier-I), 2016 (Only J&K)  | 25.09.2016                     | 17,911                          | 5,616     |
| 10 | Combined Graduate Level Examination (Tier-II), 2016 (Computer Based Examination)   | 30.11.2016 to<br>02.12.2016    | 1,49,319                        | 1,28,792  |
| 11 | Sub Inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination (Paper-II), 2016 (Computer Based Examination)                 | 18.12.2016                     | 12,043                          | 11,115    |
| 12 | Combined Graduate Level Examination (Tier-II), 2016 Re-examination (Computer Based Examination)  | 12.01.2017<br>&<br>13.01.2017  | 9,571                           | 7,780     |
| 13 | Combined Graduate Level Examination (Tier-III), 2016   | 19.03.2017                     | 35,914                          | 33,059    |
| 14 | Combined Higher Secondary (10+2) Level Examination (Tier-I), 2016  | 07.01.2017<br>to<br>08.02.2017 | 64,06,623                       | 30,55,208 |

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|    |   |                          |                    |                  |
|----|---|--------------------------|--------------------|------------------|
| 15 | Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination (Paper-I), 2016 | 01.03.2017 to 04.03.2017 | 6,22,041           | 3,39,055         |
| 16 | Multi Tasking (Non-Technical) Staff Examination, 2016 *   | To be held in 2017-18.   | 69,75,285          | 0                |
|    | <b>TOTAL</b>  |                          | <b>1,85,84,358</b> | <b>54,82,214</b> |

# Candidates registered in the year 2015-16 and re-examination held in the year 2016-17.

\* Candidates registered in the year 2016-17, examination to be held in the year 2017-18.

### A. RESULTS DECLARED DURING THE PERIOD 01.04.2016 TO 31.03.2017

4.4 During the year 2016-17, results of the following five examinations were declared:-

#### 1. Combined Graduate Level Examination, 2015

Date of declaration of result - 29.06.2016

Table – 4.2

|  | UR           | SC           | ST         | OBC          | ExS*       | PwD*       | TOTAL        |
|--|--------------|--------------|------------|--------------|------------|------------|--------------|
| <b>Total number of Candidates who applied</b>                            | 9,42,147     | 4,40,633     | 1,31,904   | 8,56,591     | 18,748     | 41,054     | 23,71,275    |
| <b>No. of Candidates called for CPT/Skill Test/Document Verification</b> | 7,662        | 2,544        | 1,230      | 6,611        | 1,347      | 575        | 18,047       |
| <b>Finally recommended</b>   | <b>4,313</b> | <b>1,306</b> | <b>630</b> | <b>2,262</b> | <b>451</b> | <b>267</b> | <b>8,511</b> |

Table – 4.3

#### Combined Graduate Level Examination, 2015 : Region-wise details

| REGION       | UR           | SC           | ST         | OBC          | ExS*       | PwD*       | TOTAL        |
|--------------|--------------|--------------|------------|--------------|------------|------------|--------------|
| CR           | 609          | 146          | 6          | 568          | 59         | 93         | <b>1,329</b> |
| ER           | 331          | 147          | 14         | 174          | 54         | 38         | <b>666</b>   |
| KKR          | 103          | 17           | 11         | 45           | 45         | 3          | <b>176</b>   |
| MPR          | 75           | 21           | 3          | 51           | 7          | 13         | <b>150</b>   |
| NER          | 11           | 6            | 11         | 12           | 1          | 0          | <b>40</b>    |
| NR           | 2,389        | 732          | 546        | 1,090        | 142        | 83         | <b>4,757</b> |
| NWR          | 379          | 78           | 5          | 51           | 22         | 8          | <b>513</b>   |
| SR           | 284          | 102          | 26         | 202          | 57         | 19         | <b>614</b>   |
| WR           | 132          | 57           | 8          | 69           | 64         | 10         | <b>266</b>   |
| <b>TOTAL</b> | <b>4,313</b> | <b>1,306</b> | <b>630</b> | <b>2,262</b> | <b>451</b> | <b>267</b> | <b>8,511</b> |

## 2. Stenographers' Grade 'C' &amp; 'D' Examination, 2015

Date of declaration of result - 30.11.2016

Table – 4.4

|  | UR           | SC         | ST         | OBC        | ExS*     | PwD*      | TOTAL        |
|--|--------------|------------|------------|------------|----------|-----------|--------------|
| <b>Total number of Candidates who applied</b>  | 1,47,104     | 1,94,385   | 59,201     | 2,34,778   | 1,028    | 13,504    | 6,35,468     |
| <b>No. of candidates called for Skill Test</b> | 10,718       | 6,399      | 2,587      | 15,064     | 242      | 1,042     | 34,768       |
| <b>Finally recommended</b>                     | <b>1,061</b> | <b>330</b> | <b>182</b> | <b>768</b> | <b>2</b> | <b>72</b> | <b>2,341</b> |

Table – 4.5

Stenographers' Grade 'C' &amp; 'D' Examination, 2015 : Region-wise details

| REGION       | UR           | SC         | ST         | OBC        | ExS*     | PwD*      | TOTAL        |
|--------------|--------------|------------|------------|------------|----------|-----------|--------------|
| <b>CR</b>    | 215          | 40         | 2          | 266        | 0        | 24        | <b>523</b>   |
| <b>ER</b>    | 61           | 13         | 4          | 48         | 1        | 4         | <b>126</b>   |
| <b>KKR</b>   | 2            | 0          | 0          | 0          | 0        | 0         | <b>2</b>     |
| <b>MPR</b>   | 53           | 4          | 1          | 20         | 0        | 0         | <b>78</b>    |
| <b>NER</b>   | 0            | 0          | 8          | 1          | 0        | 0         | <b>9</b>     |
| <b>NR</b>    | 674          | 262        | 166        | 395        | 1        | 44        | <b>1,497</b> |
| <b>NWR</b>   | 30           | 8          | 1          | 24         | 0        | 0         | <b>63</b>    |
| <b>SR</b>    | 16           | 2          | 0          | 13         | 0        | 0         | <b>31</b>    |
| <b>WR</b>    | 10           | 1          | 0          | 1          | 0        | 0         | <b>12</b>    |
| <b>TOTAL</b> | <b>1,061</b> | <b>330</b> | <b>182</b> | <b>768</b> | <b>2</b> | <b>72</b> | <b>2,341</b> |

## 3. Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016

Date of declaration of result – 14.12.2016

Table – 4.6

|  | UR         | SC        | ST        | OBC        | ExS*      | PwD*      | TOTAL      |
|--|------------|-----------|-----------|------------|-----------|-----------|------------|
| <b>Total number of Candidates who applied</b>                          | 8,685      | 6,996     | 1,665     | 7,952      | 437       | 711       | 25,298     |
| <b>No. of Candidates called for Skill Test / Document Verification</b> | 313        | 178       | 85        | 500        | 122       | 79        | 1,076      |
| <b>Finally recommended</b>   | <b>127</b> | <b>47</b> | <b>26</b> | <b>134</b> | <b>23</b> | <b>22</b> | <b>334</b> |

Table – 4.7

**Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016 : Region-wise details**

| REGION       | UR         | SC        | ST        | OBC        | ExS*      | PwD*      | TOTAL      |
|--------------|------------|-----------|-----------|------------|-----------|-----------|------------|
| CR           | 47         | 8         | 0         | 47         | 4         | 5         | 102        |
| ER           | 13         | 16        | 9         | 28         | 0         | 6         | 66         |
| KKR          | 4          | 1         | 1         | 0          | 0         | 0         | 6          |
| MPR          | 1          | 0         | 0         | 3          | 0         | 0         | 4          |
| NER          | 1          | 0         | 1         | 2          | 0         | 1         | 4          |
| NR           | 38         | 17        | 10        | 30         | 10        | 6         | 95         |
| NWR          | 2          | 1         | 0         | 2          | 1         | 1         | 5          |
| SR           | 8          | 2         | 1         | 9          | 4         | 2         | 20         |
| WR           | 13         | 2         | 4         | 13         | 4         | 1         | 32         |
| <b>TOTAL</b> | <b>127</b> | <b>47</b> | <b>26</b> | <b>134</b> | <b>23</b> | <b>22</b> | <b>334</b> |

4. **Multi Tasking (Non Technical) Staff Examination, 2015 (Special Recruitment Drive)**

Date of declaration of result - 08.06.2016.

Table – 4.8

|   | UR         | SC        | ST        | OBC        | ExS*     | PwD*       | TOTAL      |
|---|------------|-----------|-----------|------------|----------|------------|------------|
| <b>Total number of Candidates who applied</b>             | 39,336     | 26,335    | 6,249     | 58,076     | 3        | 1,25,515   | 1,29,996   |
| <b>No. of candidates called for Document Verification</b> | 251        | 54        | 26        | 282        | 0        | 613        | 613        |
| <b>Finally recommended</b>                                | <b>140</b> | <b>25</b> | <b>12</b> | <b>119</b> | <b>0</b> | <b>296</b> | <b>296</b> |

Table – 4.9

**Multi Tasking (Non Technical) Staff Examination, 2015 (Special Recruitment Drive) : Region-wise details**

| REGION       | UR         | SC        | ST        | OBC        | ExS*     | PwD*       | TOTAL      |
|--------------|------------|-----------|-----------|------------|----------|------------|------------|
| CR           | 9          | 1         | 0         | 3          | 0        | 13         | 13         |
| ER           | 7          | 2         | 0         | 5          | 0        | 14         | 14         |
| KKR          | 5          | 2         | 2         | 6          | 0        | 15         | 15         |
| MPR          | 4          | 1         | 0         | 6          | 0        | 11         | 11         |
| NER          | 5          | 0         | 1         | 2          | 0        | 8          | 8          |
| NR           | 79         | 9         | 7         | 59         | 0        | 154        | 154        |
| NWR          | 9          | 0         | 0         | 2          | 0        | 11         | 11         |
| SR           | 7          | 1         | 1         | 7          | 0        | 16         | 16         |
| WR           | 15         | 9         | 1         | 29         | 0        | 54         | 54         |
| <b>TOTAL</b> | <b>140</b> | <b>25</b> | <b>12</b> | <b>119</b> | <b>0</b> | <b>296</b> | <b>296</b> |



5. **Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, 2015**

Date of declaration of result - 02.02.2017

Table – 4.10

|   | UR            | SC           | ST           | OBC           | ExS*      | PwD*     | TOTAL         |
|---|---------------|--------------|--------------|---------------|-----------|----------|---------------|
| <b>Total number of Candidates who applied</b>           | 16,09,696     | 13,82,979    | 9,28,748     | 24,17,740     | 3,061     | 0        | 63,39,163     |
| <b>No. of candidates called for Medical Examination</b> | 25,730        | 25,118       | 23,669       | 70,285        | 195       | 0        | 1,44,802      |
| <b>Finally recommended</b>                              | <b>14,294</b> | <b>9,909</b> | <b>6,559</b> | <b>26,252</b> | <b>58</b> | <b>0</b> | <b>57,014</b> |

Table – 4.11

**Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, 2015 : Region-wise details**

| Region       | UR            | SC           | ST           | OBC           | ExS*      | PwD*     | TOTAL         |
|--------------|---------------|--------------|--------------|---------------|-----------|----------|---------------|
| <b>CR</b>    | 3,515         | 2,173        | 123          | 6,227         | 24        | 0        | 12,038        |
| <b>ER</b>    | 3,517         | 2,571        | 1,960        | 4,485         | 0         | 0        | 12,533        |
| <b>KKR</b>   | 690           | 396          | 172          | 1,337         | 0         | 0        | 2,595         |
| <b>MPR</b>   | 585           | 568          | 1,090        | 1,310         | 0         | 0        | 3,553         |
| <b>NER</b>   | 1,047         | 567          | 1,535        | 2,374         | 0         | 0        | 5,523         |
| <b>NR</b>    | 1,448         | 917          | 340          | 2,206         | 25        | 0        | 4,911         |
| <b>NWR</b>   | 1,052         | 668          | 158          | 849           | 9         | 0        | 2,727         |
| <b>SR</b>    | 803           | 1,403        | 520          | 5,025         | 0         | 0        | 7,751         |
| <b>WR</b>    | 1,637         | 646          | 661          | 2,439         | 0         | 0        | 5,383         |
| <b>Total</b> | <b>14,294</b> | <b>9,909</b> | <b>6,559</b> | <b>26,252</b> | <b>58</b> | <b>0</b> | <b>57,014</b> |

\* ExS and PwD included in the main category

**B. DETAILS OF LIMITED DEPARTMENTAL EXAMINATIONS NOTIFIED DURING THE YEAR ARE PROVIDED IN THE FOLLOWING TABLE:**

Table – 4.12

| S.No. | Name of Examination  | Date of Examination | Registered Candidates | Selected Candidates |
|-------|--|---------------------|-----------------------|---------------------|
| 1.    | Stenographers Grade 'C' Limited Departmental Competitive Examination, 2016 | 03.07.2016          | 214                   | 26                  |

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|    |   |            |              |                     |
|----|---|------------|--------------|---------------------|
| 2. | Upper Division Clerks<br>Grade Limited Department<br>Competitive Examination,<br>2016 | 03.12.2016 | 370          | Not yet<br>declared |
| 3. | Lower Division Clerk<br>Grade Limited Department<br>Competitive Examination,<br>2016  | 27.03.2016 | 542          | 115                 |
|    | <b>TOTAL</b>  |            | <b>1,126</b> | <b>141</b>          |

### C. ANNUAL TYPING TEST

4.5 The Commission conducts Annual Typing Test on Computers for Assistants / Lower Division Clerks (except direct recruit Lower Division Clerks) etc. working in Ministries / Departments, Attached and Subordinate Offices of the Government of India for the purpose of grant of increment and confirmation in the respective grade. During the year 2016-17, a total number of 480 candidates were registered for the Annual Typing Test, out of whom 111 candidates were declared successful.

### D. ANNUAL STENOGRAPHY TEST

4.6 The Commission conducts Annual Stenography Test for Stenographers Grade 'D' Departmental Examinations. During the year 2016-17, a total of 58 candidates were registered for the Annual Stenography Test, out of whom 09 candidates were declared successful.

**CHAPTER – V**  
**RECRUITMENT TO SELECTION POSTS**

- 5.1 The Commission also makes recruitment to Selection Posts for various Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India. These isolated posts are not covered under any Open Competitive Examinations conducted by the Commission, as the number of vacancies is generally small and the Essential Qualifications vary from Matriculation to Post Graduation in accordance with the specific requirements of the post(s) concerned.
- 5.2 Recruitment to Selection Posts involves the following stages :
- (i) Receipt of Requisitions from the User Ministries / Departments by the concerned Regional Office(s) under the Single Window System.
  - (ii) Notification of the vacancies in the Employment News and on the websites of the Regional Office(s) concerned.
  - (iii) Applications are made online and the print out of the filled up Application Forms are required to be sent along with the requisite documents to the concerned Regional Office(s) for scrutiny.
  - (iv) Scrutiny of the accepted applications by the concerned Regional Office(s).
  - (v) Short-listing of eligible candidates for the Written Examination on the basis of percentage of marks obtained in the Essential Qualifications, in the ratio of 1:50.
  - (vi) Placement of the list of rejected candidates on the websites of the Regional Office(s) concerned to enable candidates to make representations, if any, against rejection of their applications.
  - (vii) Selection through short-listing on the basis of percentage of marks obtained followed by Skill Test like Typing/Data Entry/Computer Proficiency Test etc. wherever prescribed in the Essential Qualifications.
  - (viii) Verification of documents (DV) of the shortlisted candidates after the Written Examination.
  - (ix) Nomination of selected candidates to the User Ministries / Departments.
- 5.3 In due compliance with the Government of India instructions, with effect from 01.01.2016, no interviews have been conducted for Selection Posts, except for posts which were advertised earlier than 01.01.2016 and had a specific provision for interviews, in the Notices of the examinations.
- 5.4 During the year 2016-17, a total of 384 candidates were recommended by the Commission against various categories of Selection Posts in different Ministries/Departments. Details are given below :

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**Table – 5.1  
GROUP 'B' SELECTION POSTS**

| Name of Region | Vacancies advertised during the year | No. of Candidates Applied | No. of vacancies for which written examination conducted during the year | No. of candidates called for written examination | No. of candidates recommended |           |            |
|----------------|--------------------------------------|---------------------------|--|--|-------------------------------|-----------|------------|
|                |                                      |                           |  |  | Male                          | Female    | Total      |
| CR             | 161                                  | 9,300                     | 33   | 745  | 24                            | 13        | 37         |
| ER             | 189                                  | 14,189                    | 110  | 2,416  | 28                            | 7         | 35         |
| KKR            | 39                                   | 2,874                     | 12   | 144  | 42                            | 11        | 53         |
| MPR            | 1                                    | 50                        | 9  | 50   | 6                             | 2         | 8          |
| NER            | 8                                    | 250                       | 8  | 103  | 14                            | 1         | 15         |
| NR             | 230                                  | 14,504                    | 35   | 821  | 71                            | 32        | 103        |
| NWR            | 154                                  | 16,922                    | 40   | 1,256  | 33                            | 7         | 40         |
| SR             | 17                                   | 1,204                     | 14   | 224  | 8                             | 1         | 9          |
| WR             | 18                                   | 2,006                     | 12   | 167  | 7                             | 3         | 10         |
| <b>TOTAL</b>   | <b>817</b>                           | <b>61,299</b>             | <b>273</b>   | <b>5,926</b>                                     | <b>233</b>                    | <b>77</b> | <b>310</b> |

**Table-5.2  
GROUP 'C' SELECTION POSTS**

| Name of Region | Vacancies advertised during the year | No. of Candidates Applied | No. of vacancies for which written examination conducted during the year | No. of candidates called for written examination | No. of candidates recommended |           |           |
|----------------|--------------------------------------|---------------------------|--|--|-------------------------------|-----------|-----------|
|                |                                      |                           |  |  | Male                          | Female    | Total     |
| CR             | 22                                   | 2,513                     | 16   | 327  | 6                             | 1         | 7         |
| ER             | 90                                   | 26,363                    | 113  | 4,159  | 25                            | 6         | 31        |
| KKR            | 10                                   | 1,085                     | 44   | 344  | 13                            | 4         | 17        |
| MPR            | 7                                    | 199                       | 0  | 0  | 0                             | 0         | 0         |
| NER            | 4                                    | 120                       | 3  | 25   | 0                             | 0         | 0         |
| NR             | 17                                   | 2,091                     | 3  | 37   | 1                             | 0         | 1         |
| NWR            | 16                                   | 5,026                     | 6  | 82   | 7                             | 0         | 7         |
| SR             | 3                                    | 496                       | 6  | 135  | 2                             | 3         | 5         |
| WR             | 7                                    | 564                       | 7  | 174  | 5                             | 1         | 6         |
| <b>TOTAL</b>   | <b>176</b>                           | <b>38,457</b>             | <b>198</b>   | <b>5,283</b>                                     | <b>59</b>                     | <b>15</b> | <b>74</b> |

**CHAPTER-VI**  
**EXAMINATION CENTRES**

- 6.1 With the rapid increase in the number of candidates applying for various examinations of the Commission, the number of Examination Centres (cities) has been increasing over the years. In July, 1976 when the Commission started functioning, there were only 09 Examination Centres. Since then, the number of Examination Centres has increased substantially. With the transition from the conventional mode of examination i.e. Optical Marks Reader (OMR) Mode, to the Computer Based Mode (CBM) of Examination, the availability of infrastructural facilities such as computer nodes at the examination venues / centres have become an essential requirement. This has necessitated shifting of the examination venues from Government schools to well equipped computer labs and technical / professional institutes.
- 6.2 During the period under report, the Commission conducted its largest examination i.e. the Combined Higher Secondary (10+2) Level Examination (Tier -I), 2016 in the Computer Based Mode, at 409 examination venues in 98 examination centres (cities) across the country.
- 6.3 The Commission conducts its examinations at various centres throughout the length and breadth of the country. Selection of these examination centres is guided by various considerations, which inter alia include :-
- i) Availability of computer nodes, internet facilities and uninterrupted power supply conforming to the standards set by the Commission.
  - ii) Accessibility to the examination centres for candidates coming from remote and hilly areas.
  - iii) Assurance by the State Government(s) for provision of security and maintenance of law and order at the examination venues.
  - iv) Provision of basic amenities like drinking water and sanitation, provision of lifts, availability of adequate holding areas at the examination venues to enable the candidates to deposit their belongings, etc.
  - v) Accessibility of the venues from the Central Business District of the city concerned.
  - vi) Suitability of the venues for women and PwD candidates to ensure minimum dislocation and inconvenience to such candidates.
  - vii) Venues located in congested areas are avoided.
  - viii) Track record of the venues is taken into consideration while selecting them for examinations.

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- 6.4 In some of the cases, due to the non-availability of adequate number of computer nodes at the preferred centres/venues of examinations, candidates are shifted to other locations. On certain occasions, to maintain the integrity of the examination, candidates are also allocated to the centres/venues other than the choices exercised by the candidates.
- 6.5 The Region and Sub-Region-wise number of centres and venues of examinations (Based on CHSL Examination, 2016 in Computer Based Mode of Examination) is given below:

**Table-6.1**

### 1. CENTRAL REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Agra                | 10  |
| 2       | Allahabad           | 12  |
| 3       | Bareilly            | 6   |
| 4       | Gorakhpur           | 6   |
| 5       | Kanpur              | 8   |
| 6       | Lucknow             | 16  |
| 7       | Meerut              | 5   |
| 8       | Patna               | 22  |
| 9       | Varanasi            | 11  |
|         | <b>Total</b>        | <b>96</b>                                   |

**Table-6.2**

### 2. EASTERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Bhubaneshwar        | 8   |
| 2       | Burdwan             | 1   |
| 3       | Durgapur            | 1   |
| 4       | Jamshedpur          | 4   |
| 5       | Kolkata             | 13  |
| 6       | Malda               | 1   |
| 7       | Port Blair          | 1   |
| 8       | Ranchi              | 8   |
| 9       | Rourkela            | 3   |
| 10      | Sambalpur           | 2   |
| 11      | Siliguri            | 4   |
|         | <b>Total</b>        | <b>46</b>                                   |

Table-6.3

## 3. KARNATAKA &amp; KERALA REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Bengaluru           | 5   |
| 2       | Gulbarga            | 1   |
| 3       | Kochi               | 8   |
| 4       | Kozhikode           | 3   |
| 5       | Mangalore           | 1   |
| 6       | Mysore              | 2   |
| 7       | Thiruvananthapuram  | 7   |
| 8       | Thrissur            | 7   |
|         | <b>Total</b>        | <b>34</b>                                   |

Table-6.4

## 4. MADHYA PRADESH REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Bhopal              | 9   |
| 2       | Bilaspur            | 1   |
| 3       | Durgapur            | 2   |
| 4       | Indore              | 5   |
| 5       | Jabalpur            | 5   |
| 6       | Raipur              | 4   |
|         | <b>Total</b>        | <b>26</b>                                   |

Table-6.5

## 5. NORTHERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Rishikesh           | 1   |
| 2       | Haridwar            | 1   |
| 3       | Roorkee             | 6   |
| 4       | Dehradun            | 4   |
| 5       | Delhi               | 29  |
| 6       | Alwar               | 3   |
| 7       | Ajmer               | 4   |
| 8       | Udaipur             | 1   |
| 9       | Kota                | 5   |
| 10      | Bikaner             | 2   |
| 11      | Jodhpur             | 5   |
| 12      | Jaipur              | 14  |
| 13      | Sriganagar          | 3   |
|         | <b>Total</b>        | <b>78</b>                                   |

Table-6.6

6. NORTH-EASTERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Agartala            | 1   |
| 2       | Aizwal              | 1   |
| 3       | Churachandarpur     | 1   |
| 4       | Dibrugarh           | 1   |
| 5       | Dimapur             | 1   |
| 6       | Guwahati            | 6   |
| 7       | Imphal              | 1   |
| 8       | Itanagar            | 2   |
| 9       | Jorhat              | 3   |
| 10      | Senapati            | 1   |
| 11      | Shillong            | 1   |
| 12      | Silchar             | 1   |
|         | <b>Total</b>        | <b>20</b>                                   |

Table-6.7

7. NORTH-WESTERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Banur               | 1   |
| 2       | Amritsar            | 1   |
| 3       | Jalandhar           | 2   |
| 4       | Patiala             | 3   |
| 5       | Mohali              | 5   |
| 6       | Mandi Gobindgarh    | 1   |
| 7       | Srinagar            | 2   |
| 8       | Leh                 | 1   |
| 9       | Jammu               | 2   |
| 10      | Shimla              | 1   |
| 11      | Hamirpur            | 1   |
|         | <b>Total</b>        | <b>20</b>                                   |



Table-6.8

## 8. SOUTHERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Chennai             | 2   |
| 2       | Trichy              | 2   |
| 3       | Tirunelveli         | 2   |
| 4       | Coimbatore          | 1   |
| 5       | Madurai             | 2   |
| 6       | Vijayawada          | 5   |
| 7       | Rajahmundry         | 3   |
| 8       | Visakhapatnam       | 7   |
| 9       | Tirupathy           | 3   |
| 10      | Ananthpur           | 2   |
| 11      | Kadapa              | 2   |
| 12      | Kurnool             | 2   |
| 13      | Puducherry          | 2   |
| 14      | Warangal            | 3   |
| 15      | Karimnagar          | 1   |
| 16      | Hyderabad           | 7   |
|         | <b>Total</b>        | <b>46</b>                                   |

Table-6.9

## 9. WESTERN REGION

| Sl. No. | Examination Centres | No. of Venues<br>(Morning / Evening Shifts) |
|---------|---------------------|---|
| 1       | Ahmedabad           | 7   |
| 2       | Baroda              | 1   |
| 3       | Surat               | 2   |
| 4       | Mumbai              | 3   |
| 5       | Thane               | 2   |
| 6       | Aurangabad          | 4   |
| 7       | Kolhapur            | 2   |
| 8       | Nashik              | 3   |
| 9       | Pune                | 9   |
| 10      | Amrawati            | 4   |
| 11      | Nagpur              | 5   |
| 12      | Verna               | 1   |
|         | <b>Total</b>        | <b>43</b>                                   |

**CHAPTER - VII**  
**PERFORMANCE OF WOMEN CANDIDATES IN**  
**EXAMINATIONS CONDUCTED BY THE COMMISSION**

- 7.1 Special efforts are made by the Commission to ensure greater participation of women candidates in the examinations conducted by the Commission. In consonance with the extant policy of the Government, the Commission does not charge any examination fee from women candidates. The Commission also makes concerted efforts to ensure that women candidates are allotted examination venues of their choice nearest to their places of residence.
- 7.2 During the year under report i.e. 2016-17, a total of 42,92,441 women candidates applied for various examinations conducted by the Commission as may be seen from the table given below:-

Table-7.1

**NUMBER OF WOMEN CANDIDATES WHO APPLIED IN THE ALL INDIA OPEN COMPETITIVE EXAMINATIONS CONDUCTED DURING THE PERIOD FROM 01-04-2016 TO 31-03-2017**

| Sl. No. | Name of Examination   | Total No. of candidates applied |                  |              |
|---------|---|---------------------------------|------------------|--------------|
|         |   | Total                           | Women            | Percentage   |
| 1       | Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhypak Examination, 2016 | 25,298                          | 14,007           | 55.37        |
| 2       | Sub Inspectors in Delhi Police , CAPFs & Assistant Sub Inspectors in CISF Examination, 2016               | 7,04,299                        | 1,21,647         | 17.27        |
| 3       | Stenographers 'Grade 'C' and 'D' Examination, 2016  | 4,57,680                        | 1,67,254         | 36.54        |
| 4       | Combined Graduate Level Examination, 2016   | 38,03,748                       | 16,22,495        | 42.66        |
| 5       | Combined Higher Secondary (10+2) Level Examination, 2016  | 64,06,623                       | 22,72,972        | 35.48        |
| 6       | Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination, 2016         | 6,22,041                        | 94,066           | 15.12        |
|         | <b>Total</b>  | <b>1,20,19,689</b>              | <b>42,92,441</b> | <b>35.71</b> |

- 7.3 As may be seen from the statistics given above, during the year 2016-17 in the All India Open Competitive Examinations conducted by the Commission, a total of 1,20,19,689 candidates had applied, out of whom 42,92,441 were women candidates. This accounts for 35.71 per cent in overall terms.
- 7.4 In the Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016, the highest participation by women candidates was observed. Out of the total number of candidates who applied for the said examination, 55.37% were women candidates. This was followed by the Combined Graduate Level Examination (CGLE), 2016, in which the women candidates were 42.66%. The lowest participation of women candidates was observed in the Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination, 2016, in which their participation was only 15.12%.
- 7.5 The success rate of women candidates in various examinations, for which results were declared during the year, is given in the table below:

**Table-7.2**

**SUCCESS RATE OF WOMEN CANDIDATES IN THE FINAL RESULTS DECLARED DURING THE PERIOD 01.04.2016 TO 31.03.2017**

| Sl. No. | Name of Examination  | Total                              |              |              |
|---------|--|------------------------------------|--------------|--------------|
|         |  | No. of Candidates finally selected |              |              |
|         |  | Total                              | Women        | Percentage   |
| 1       | Combined Graduate Level Examination, 2015  | 8,511                              | 991          | 11.64        |
| 2       | Stenographers 'Grade 'C' & 'D' Examination, 2015   | 2,341                              | 710          | 30.33        |
| 3       | Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016 | 334                                | 96           | 28.74        |
| 4       | Multi Tasking (Non Technical) Staff Examination, 2015 (Special Recruitment Drive)                          | 296                                | 22           | 7.43         |
| 5       | Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, 2015                     | 57,014                             | 5,336        | 9.36         |
|         | <b>Total</b>   | <b>68,496</b>                      | <b>7,155</b> | <b>10.45</b> |

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- 7.6 The success rate of women candidates in different All India Open Competitive Examinations conducted by the Commission was lower as compared to their male counterparts. In the Stenographers Grade 'C' & 'D' Examination, 2015, the success rate of women candidates was the highest at 30.33%, followed by the Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2016, in which the success rate was 28.74%. The success rate of women candidates was lowest in the Multi Tasking (Non Technical) Staff Examination, 2015 (Special Recruitment Drive) at 7.43%.

## CHAPTER - VIII

## OTHER IMPORTANT ACTIVITIES OF THE COMMISSION

## A. INTERVIEWS

- 8.1 With effect from 01.01.2016, the Commission, in conformity with the extant policy of the Government of India, discontinued conducting interviews for selection to Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts.
- 8.2 However, for examinations, which had a provision for Interviews, and for which advertisements had already been issued before 01.01.2016 and in compliance with the specific directives of the court (on case to case basis), the Commission had to conduct interviews even after 01.01.2016.
- 8.3 The interviews were decentralized and conducted in different Regions and Sub-Regions, wherever required for the convenience of the candidates concerned.
- 8.4 During the year 2016-17, a total of 32 Interview Boards were constituted for Selection Posts in which 934 candidates were called for interviews, and four Interview Boards were constituted for All India Open Competitive Examinations in which six candidates were called for interviews.
- 8.5 The Region-wise details are given in the table below:-

Table-8.1

| Region       | Selection Posts                 |                                     | All India Open Competitive Examinations |                                     |
|--------------|---------------------------------|-------------------------------------|---|-------------------------------------|
|              | Candidates called for Interview | No. of Interview Boards constituted | Candidates called for Interview         | No. of Interview Boards constituted |
| CR           | 120                             | 07                                  | 02                                      | 01                                  |
| NR           | 814                             | 25                                  | 04                                      | 03                                  |
| <b>TOTAL</b> | <b>934</b>                      | <b>32</b>                           | <b>06</b>                               | <b>04</b>                           |

## B. SKILL TESTS

- 8.6 The Commission conducts Skill Tests on computers for various examinations. From 01.04.2010 onwards, the Commission has adopted the modality of conducting Skill Tests on computers. During 2016-17, a total of 1,57,015 candidates qualified for appearing in Skill Tests / Computer Proficiency Test (CPT) / Data Entry Skill Test (DEST) on computers in various examinations conducted by the Commission. The table given below depicts the Region and Sub-Region-wise break-up of candidates qualified for Skill Tests / CPT / DEST in various examinations conducted by the Commission:-

Table-8.2

| REGION       | Number of candidates called for appearing in Skill Tests / CPT / DEST |                 |  |  | Total           |
|--------------|---|-----------------|--|--|-----------------|
|              | CGLE, 2016  | CHSL Exam, 2015 | Stenographers Gr. 'C' & 'D' Exam, 2015 | Stenographers Gr. 'C' & 'D' Exam, 2016 |                 |
| CR           | 6,079   | 25,507          | 10,071                                 | 5,003                                  | 46,660          |
| ER           | 2,953   | 8,977           | 2,951                                  | 1,517                                  | 16,398          |
| KKR          | 991   | 1,637           | 868                                    | 564                                    | 4,060           |
| MPR          | 799   | 1,925           | 1,787                                  | 780                                    | 5,291           |
| NER          | 240   | 442             | 540                                    | 237                                    | 1,459           |
| NR           | 17,810  | 22,797          | 12,328                                 | 7,774                                  | 60,709          |
| NWR          | 1,846   | 1,703           | 959                                    | 436                                    | 4,944           |
| SR           | 2,812   | 3,820           | 4,322                                  | 2,148                                  | 13,102          |
| WR           | 1,559   | 1,465           | 942                                    | 426                                    | 4,392           |
| <b>TOTAL</b> | <b>35,089</b>   | <b>68,273</b>   | <b>34,768</b>                          | <b>18,885</b>                          | <b>1,57,015</b> |

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

8.7 Physical Standards Test, Physical Endurance Test, Detailed Medical Examination and Revised Medical Examination are mandatory stages in the process of recruitment for posts in the Central Armed Police Forces and Delhi Police. Actual conduct of PST / PET and DME / RME is done by the Central Armed Police Forces, whereas the Commission maintains data of candidates, provides necessary advice to the Forces as required and also coordinates the seamless conduct of these tests. During the year 2016-17, PST/PET and DME/RME were conducted for 13,10,744 candidates of Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, 2015 and 37,924 candidates of Sub Inspectors in Delhi Police, CAPFs and ASIs in CISF Examination, 2016, as per the break-up given below :-

Table-8.3

| Activity     | Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, 2015 | Sub Inspectors in Delhi Police, CAPF and ASIs in CISF Examination, 2016 |
|--------------|--|---|
| PST/PET      | 11,65,942  | 28,133  |
| DME / RME    | 1,44,802   | 9,791   |
| <b>Total</b> | <b>13,10,744</b>   | <b>37,924</b>   |

**CHAPTER - IX**  
**PROGRESSIVE USE OF HINDI IN OFFICIAL WORK**

9.1 The Commission makes concerted efforts to implement the Official Language Act, 1963 and Official Language Rules, 1976 in true letter and spirit.

**A. ARRANGEMENTS AND MACHINERY FOR IMPLEMENTATION**

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

**B. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE**

9.3 Meetings of the Official Language Implementation Committee are held regularly, every quarter under the chairmanship of Chairman, SSC, to review the implementation of the Official Language Act and the relevant Rules made there under. The decisions taken in these meetings are communicated to all concerned and follow up action is taken accordingly.

**C. CORRESPONDENCE IN HINDI**

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

**D. TRAINING IN HINDI**

9.5 During the year 2016-17, out of 159 Officers and Staff of the Commission, 147 Officers/Staff had proficiency / working knowledge of Hindi. Out of the 12 Stenographers in the Commission, 10 have been trained in Hindi stenography, while 02 are still to be trained in Hindi.

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

9.6 In order to create awareness about Hindi and for facilitation of a conducive environment for its progressive use amongst Officers and Staff members, the Commission (HQs) organized 'Hindi Pakhwara' as an Annual feature from 16th September 2016 to 30th September 2016. During the fortnight, 06 different competitions viz. Typing Test, Hindi Story Writing, Noting and Drafting, Hindi Dictation, Hindi Poem Recitation and Debate competitions were

organized. A total of 51 officials participated in these competitions from amongst whom 30 participants received Cash Awards and Certificates for securing first, second, third and consolation prizes respectively. Chairman, SSC distributed the awards to the winners in the concluding session of the programme. In addition, for the year 2015-16, the Official Language Shield for the 'A' 'B' & 'C' Regions were awarded to the Sub- Regional Office, Raipur ; Regional Office, Mumbai and Regional Office, Bengaluru, respectively.

- 9.7 A one-day Hindi Workshop was also organised on 27th September, 2016 on 'Unicode and IT Tools'. Seventeen participants were trained in the Workshop.
- 9.8 Officers and Staff members of the Commission having working knowledge of Hindi are encouraged to participate in the Cash Award Scheme for original Hindi noting/drafting in their official work. During the year 2015-16, five cash awards were given to the Officials under various schemes related to Hindi dictation and for original work in Hindi.

### **F. OFFICIAL LANGUAGE INSPECTIONS**

- 9.9 Members of the Parliamentary Committee through the Town Official Language Implementation Committee, New Delhi took oral evidence of SSC (HQs) on 2nd September, 2016.
- 9.10 To ensure proper compliance of the Official Language Policy and Programme, the Sub-Regional Office (NWR), Chandigarh and the Regional Office (ER), Kolkata were inspected and in addition, three Sections of the Commission (HQs) viz. Policy and Planning-II, Confidential-I/1 and Confidential-I/2 were also inspected during this period. Appropriate guidelines were issued to address and remove the shortcomings as observed during the inspection.
- 9.11 To facilitate working in Hindi, Mangal font with Unicode compliance has been installed on all computers in the Commission (HQs) and in the Regional and Sub-Regional Offices of Commission.

### **G. AWARDS & PRIZES**

- 9.12 As a major achievement, for outstanding work done by the Commission in Hindi, the Staff Selection Commission has been awarded the 'Rajbhasha Running Shield' for the year 2016-17, under the Attached and Subordinate Offices category by DoP&T.



**CHAPTER-X**  
**RECOGNITIONS - AWARDS AND PRIZES**

- 10.1 The Staff Selection Commission has been awarded 'Certificates of Excellence' under two categories, on the online RTI Portal launched by the Department of Personnel & Training (DoP&T). The said awards were presented to the Commission by the Hon'ble Minister of State for Personnel, Public Grievances and Pensions on 17.03.2017. The two categories under which the 'Certificates of Excellence' have been awarded to the Commission for the period 01.04.2016 to 31.03.2017 were :
- (i) the average time taken for giving final replies to RTI requests, and
  - (ii) the quality of disposal of RTI requests.
- 10.2 During the year 2016-17, a total of 13,934 RTI Applications and 724 RTI Appeals under the Right to Information Act, 2005 were received in the Commission's HQs. These RTI applications and appeals were addressed and disposed off, within the stipulated time, giving a high weightage to the quality of the responses made to the applicants.
- 10.3 'Rajbhasha Running Shield' for the year 2016-17 was awarded to the Commission for outstanding work in Hindi, under the Attached and Subordinate Offices category.
- 10.4 The Commission also received the award 'Gems of Digital India' for the year 2017, presented by Coeus Age Consulting, Gurugram in association with the Department of Electronics and Information Technology for achieving a significant milestone in Digital India Initiative of the Government of India, for successfully conducting, in February, 2017, the Combined Higher Secondary (10+2) Level Examination, 2016, in the CBM for 64.5 lakh candidates in 76 batches, at 409 venues, in 98 cities across the country.



# **APPENDICES**



APPENDIX –A

TEXT OF THE RESOLUTION CONSTITUTING THE  
STAFF SELECTION COMMISSION

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

Government of India/Bharat Sarkar

Cabinet Secretariat/Mantrimandal Sachivalaya

Department of Personnel & Admn. Reforms

(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi – 110001, Dated 4 Nov. 1975.

RESOLUTION

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

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

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

**3. FUNCTIONS**

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

The Commission will, in particular

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

(i) Indian Foreign Service (B) Grade – IV;

## STAFF SELECTION COMMISSION

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- (ii) Railway Board Secretariat Clerical Service – Grade II
  - (iii) Central Secretariat Clerical Service – Lower Division Grade;
  - (iv) Armed Forces Headquarters Clerical Service – Lower Division Grade;
  - (v) Posts of Lower Division Clerks in the Department of Parliamentary Affairs, Delhi;
  - (vi) Posts of Lower Division Clerks in the Directorate General, Research Designs and Standards Organisation, Lucknow.
  - (vii) Posts of Lower Division Clerks in other Departments and Attached Offices of the Government of India not participating in the I.F.S. (B)/Railway Board Secretariat Clerical Service/Central Secretariat Clerical Service/Armed Forces Headquarters Clerical Service.
- (2) hold competitive examination for recruitment to Grade III of the Central Secretariat Stenographers' Service.
- (3) hold Departmental Examination For :
- (i) Promotion from Class IV to Class III of the Central Secretariat Clerks Grade;
  - (ii) Promotion from LDCs Grade to UDCs Grade of the C.S.C.S. for the Ministries/Departments of the Government of India;
  - (iii) Promotion from Grade III to Grade II of the Central Secretariat Stenographers' Service.
- (4) Conduct Quarterly and monthly Typewriting Test in English and Hindi.
- (5) Prepare schemes for recruitment to Class III non-technical posts in the Subordinates Offices of the Government of India in consultation with the Departments concerned.
- (6) Conduct examinations for recruitment to non-technical Class III posts in the subordinate services in the Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices as may be specified by the Govt. from time to time.

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

However, in order to facilitate the smooth 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 RESPONSIBILITIES 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

## STAFF SELECTION COMMISSION

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purposes of conduct of the Examinations by levying fees for various examinations conducted by the Commission. The details regarding such fees will be fixed by the Commission in consultation with the Government of India.

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

Sd/-

(P.S. Mahadevan)

Joint Secretary to the Govt. of India

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

Dated, 4 Nov. 75

Copy forwarded to :-

1. All Ministries/Departments of the Government of India.
2. All State Governments/Administrations in Union Territories.
3. Prime Minister's Secretariat, President's Secretariat, Vice President's Secretariat, Lok Sabha/Rajya Sabha Sectt., Supreme Court; U.P.S.C.; C.V.C., C&A.G., Commissioner for S.C. & S.T., Commissioner for Linguistic Minorities; All Zonal Councils; Election Commission.
4. All Attached/Subordinate Offices of Department of Personnel and A.T.
5. CS. I/CS.II/IES/ISS/AVD.I/AVD.II/AVD.III/AVD.IV/AISI/Ad. I Section of Department of Personnel and A.R. A.R. Wing.
6. Director (Examination Wing), I.S.T.C

Sd/-

(R.C. Gupta)

Under Secretary to the Govt. of India

### NOTE:

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



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

New Delhi, the 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 and other Accounts Departments and Upper Divisional Clerks in Attached/Subordinate Offices of the Government of India.
- (b) hold Departmental Examination for
  - (i) Promotion from Group 'D' to Lower Divisional Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service

- (B)/Railway Board Secretariat Clerical Service/Armed Forces Head-Quarters Clerical Service.
- (ii) Promotion from Lower Divisional Clerks to Upper Divisional Clerks Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Head-Quarters Clerical Service.
- (iii) Promotion from Stenographers Grade 'D' to 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 as may be entrusted to it by the Central Government from time to time.
3. Powers, functions and responsibilities of the Chairman and Members
- (a) Chairman –
- The Chairman, as administrative Head of the Staff Selection Commission shall be responsible for: -
- 1) ascertaining from the Departments the number of vacancies including those reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, etc. in Group 'B' posts which are in the pay scales the maximum of which is less than Rs. 10,500 and all Group 'C' non-technical posts, for which recruitment has to be made, selecting suitable candidates through competitive examinations/ interviews, recommending selected candidates for appointment against the reported vacancies and maintaining records of appointment made by it;
  - 2) submitting an Annual Report of the activities of the Staff Selection Commission to the Department of the Personnel and Training.
  - 3) performing such other duties as may be entrusted to him by the Department of Personnel and Training.

**Members:**

The Members shall-

- 1) assist the Chairman in conducting examinations and interviews of candidates, wherever necessary.
- 2) perform such other duties as may be assigned to him by the Chairman.
4. Delegation of Powers:- In carrying out the functions of the Staff Selection Commission, the Chairman may exercise all administrative and financial powers of the 'Head of the Department' and Secretary that of 'Head of Office'.
5. Location of Office:- The Headquarters of the Staff Selection Commission shall be at Delhi. Regional or Sub-Regional Offices of the Commission which are operating at present is at Appendix-I. The Commission may, with the approval of the Department of Personnel and Training, open more Regional and Sub-Regional Offices of the Commission at such other places as may it may consider necessary.
6. The expenditure in the setting up of any Regional and Sub-Regional Offices of the Commission and working of the Commission will be met entirely by the Government of India. The Commission is, however, entitled to collect from the candidates fees for the various examinations /selections conducted by it. The details regarding such fees will be fixed by the Commission in consultation with the Government of India.

**SMT. BHAVANI THYAGARAJAN, Director**

**ORDER**

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

Sd/-  
Director

To,

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

## STAFF SELECTION COMMISSION

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

New Delhi, the 21st May, 1999

### Copy forwarded to:

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

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

Government of India

Ministry of Personnel, Public Grievances and Pension

Department of Personnel and Training

New Delhi, 13th November, 2003

**RESOLUTION**

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

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

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

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

Sd/-

Director

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

To,

The Manager,

Government of India Press,

Mayapuri, New Delhi.

## STAFF SELECTION COMMISSION

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

**Government of India**

**Ministry of Personnel, Public Grievances and Pension**

**Department of Personnel and Training**

New Delhi the 29th September, 2005

### RESOLUTION

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

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

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

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

Sd/-

**(Smt. Shubha Thakur)**

**Under Secretary to the Government of India**

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

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

To,

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



**Copy forwarded to:**

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

**Sd/-**

**(Smt. Shubha Thakur)**

**Under Secretary to the Government of India**

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

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel and Training**

New Delhi, dated the 14 January, 2011

**RESOLUTION**

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

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

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

**2. Functions**

The Staff Selection Commission shall-

- A. (i) make Recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' of (Non-Technical) posts under Government of India and their attached and subordinate offices, except those posts which are specifically exempt from the purview of Staff Selection Commission in Pay Band-2 and Pay Band-1 carrying Grade pay upto Rs. 4600/- through conduct of competitive examinations.

- (ii) Make recruitment to such posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-1 carrying Grade Pay upto Rs. 4600/- which may, at the discretion of the Commission, be preceded by a short listing or skill test.
  - (iii) Conduct Limited Departmental Competitive Examinations of the Central Secretariat Clerical / Stenographers' Services and such other Services as have been or may be entrusted to the Commission.
  - (iv) Conduct periodical Skill Tests in English/Hindi and such other skill tests as may be assigned by the Government from time to time.
- (B) Perform such other functions as may be entrusted to it by the Central Government from time to time.

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

**(A) Chairman**

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

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

**(B) Members**

**The Members shall**

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

4. **Delegation of Powers**

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

6. **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-

## STAFF SELECTION COMMISSION

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regional offices of the Commission at such other places as it may consider necessary, with prior approval of the Central Government.

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

Sd/-

**(Ms. Mamta Kundra)**

**Joint Secretary to the Government of India**

### ORDER

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

Sd/-

**(Ms. Mamta Kundra)**

**Joint Secretary to the Government of India**

To

The Manager,

Government of India Press,

Mayapuri, Ring Road, New Delhi

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

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

New Delhi, the 24 July, 2012

**RESOLUTION**

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

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

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

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

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

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

**Sd/-**

**(U.S. Chattopadhyay)**

**Under Secretary to the Government of India**

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

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

## STAFF SELECTION COMMISSION

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

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi, 17 February, 2016

### RESOLUTION

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

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

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

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

Sd/-

(Dr. Devesh Chaturvedi)

Joint Secretary to the Government of India

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

To

The Manager,

Government of India Press,

Mayapuri, New Delhi.

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

Dated : 17.02.2016

**Copy forwarded to :-**

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

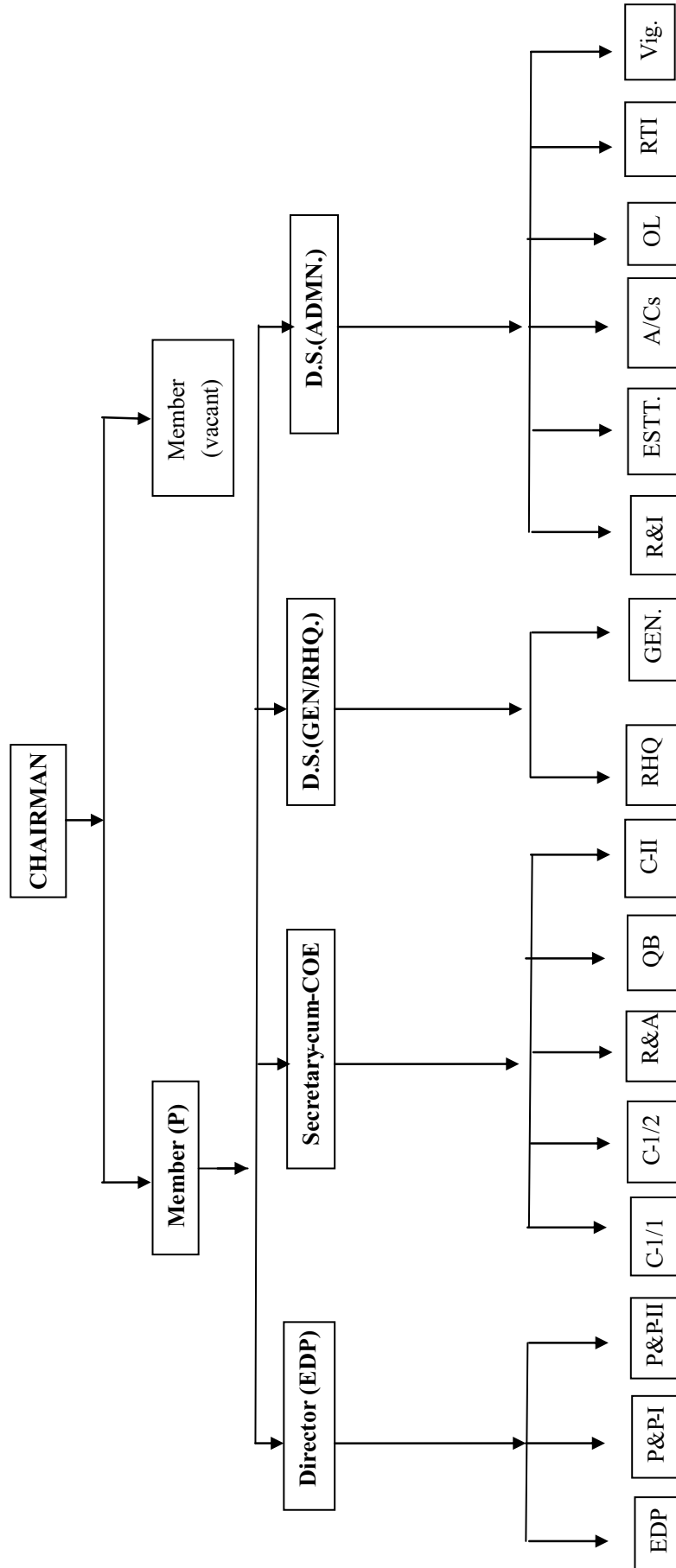
**Sd/-**

**(Mukesh Kumar)**

**Under Secretary to the Government of India**

**Appendix -B**

**ORGANISATIONAL CHART OF STAFF SELECTION COMMISSION AS ON 31.03.2017**





**STAFF SELECTION COMMISSION  
HEADQUARTERS OFFICE**

|           |                             |                              |
|-----------|-----------------------------|------------------------------|
| <b>a)</b> | <b>CHAIRMAN</b>             | SHRI ASHIM KHURANA           |
|           | <b>MEMBER</b>               | SHRI MANOJ KUMAR PANDEY      |
|           | <b>MEMBER</b>               | SHRI C.P. JAIN*              |
| <b>b)</b> | <b>REGIONAL OFFICES</b>     | <b>(REGIONAL DIRECTORS)</b>  |
|           | CENTRAL REGION              | SHRI RAHUL KUMAR SACHAN      |
|           | EASTERN REGION              | SMT. PRIYANKA BASU INGTY     |
|           | KERALA KARNATAKA REGION     | SMT. VIJAYALAKSHMI P. BIDARI |
|           | NORTHERN REGION             | SHRI GAJENDAR SINGH THAKUR   |
|           | NORTH EASTERN REGION        | SHRI NAGACHAN ZIMIK          |
|           | SOUTHERN REGION             | SHRI P. KARUPASAMY           |
|           | WESTERN REGION              | SHRI K.B. JAGTAP             |
|           | <b>SUB-REGIONAL OFFICES</b> | <b>(DEPUTY DIRECTORS)</b>    |
|           | MADHYA PRADESH REGION       | SHRI V. M. PATWA             |
|           | NORTH-WESTERN REGION        | SHRI WREN MISHRA             |

\* upto 15.12.2016

**LIST OF CHAIRPERSONS OF THE STAFF SELECTION COMMISSION  
(SINCE 01.07.1976 )**

| <b>Sl.No.</b> | <b>NAME</b>           | <b>FROM</b> | <b>TO</b>  |
|---------------|-----------------------|-------------|------------|
| 1.            | SHRISAIYIDHAMID       | 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.            | SHRIS.N. BAJPE        | 23.07.1990  | 12.07.1994 |
| 5.            | SHRI B.SANKARAN       | 28.11.1994  | 09.11.1998 |
| 6.            | SHRIK.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. VIBHAPURIDAS**   | 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)**

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

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

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

\* Separate Regional Office carved out on 26.09.1979

## APPENDIX - C (1)

REGIONAL AND SUB-REGIONAL OFFICES AND  
THEIR OPERATIVE JURISDICTION

| Region                    | Regional Head - quarters. | Address  | States/ Territories Constituting the Region  | Telephone No. of Regional Offices / Regional Directors  |
|---------------------------|---------------------------|--|--|---|
| <b>Regional Offices</b>   |                           |  |  |   |
| Northern Region           | Delhi                     | Block No. 12, Kendriya Karyalaya Parisar, Lodhi Road, New Delhi – 110003                               | Rajasthan, Delhi and Uttarakhand   | 011-24360944/<br>24364802<br>011-24360944 (Fax)   |
| Central Region            | Allahabad                 | 21-23, Lawther Road, Allahabad – 211 002.  | Bihar and Uttar Pradesh  | Helpline No.<br>0532-2460511/<br>9452424060<br>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-<br>22904424/22904422/<br>22902230<br>033-22904424 (Fax)  |
| North Eastern Region      | Guwahati                  | Beltola-Bashistha Road, Dispur, Guwahati – 781006.   | Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya, Nagaland & Tripura                | 0361-2235649 /<br>2611449,<br>0361-2224779 (Fax)<br>Helpline No.<br>9085015252,<br>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-<br>22019117/22019118<br>/22018866<br>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/<br>28235021 /28251138<br>044-28270561<br>(Tele/Fax)<br>Helpline No.<br>044-28251139/<br>9445195946                                  |
| Kerala & Karnataka Region | Bengaluru                 | Kendriya Sadan, 1st Floor, E-Wing, 2nd Block, Koramangala, Bengaluru - 560034                          | Karnataka, Kerala and Union Territory of Lakshadweep                                     | 080-25527342 - AD<br>080- 25520653 - RD<br>080-25520653<br>(Tele/Fax)<br>Helpline No.<br>080-25502520<br>(Kanada )<br>09453862020<br>(Malayalam ) |

## STAFF SELECTION COMMISSION

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| <b>Sub-Regional Offices</b> |            |  |   |   |
|-----------------------------|------------|--|---|---|
| Madhya Pradesh Region       | Raipur     | J-5, Anupam Nagar, Raipur(C.G.)-492007.                                    | Madhya Pradesh and Chhatisgarh  | 0771-2282678/<br>2282507<br>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/<br>2749378<br>0172-2742144 (Fax)<br>0172-2741060-RD<br>0172-2744366<br>(Helpline No.) |

## Name / Pay Level of Various Posts

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

## STAFF SELECTION COMMISSION

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|     |   |         |
|-----|---|---------|
| 25. | DEO (Grade 'B')                                 | Level-5 |
| 26. | Caretaker                                       | Level-5 |
| 27. | Sr. Secretariat Asstt./Steno Grade 'D'          | Level-4 |
| 28. | DEO (Grade 'A') /Asstt. Manager-cum-Storekeeper | Level-4 |
| 29. | Halwai-cum-Cook                                 | Level-3 |
| 30. | Junior Secretariat Asstt./Clerk (Canteen)       | Level-2 |
| 31. | Staff Car Driver/Asstt. Halwai-cum-Cook         | Level-2 |
| 32. | MTS   | Level-1 |
| 33. | Canteen Attendant                               | Level-1 |

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



**STAFF SELECTION COMMISSION**

**Sanctioned Strength of Staff Selection Commission as on 31.03.2017**

**Group - A**

| S. No. | Name of the Post            | HQ        | NR        | CR        | WR        | ER        | NER       | SR        | MPR       | KKR       | NWR       | TOTAL     |
|--------|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1.     | Chairman                    | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
| 2.     | Member                      | 02        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 02        |
| 3.     | Secretary-cum-COE           | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
| 4.     | Director                    | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
| 5.     | Deputy Secretary            | 02        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 02        |
| 6.     | Regional Director           | -         | 01        | 01        | 01        | 01        | 01        | 01        | -         | 01        | -         | 07        |
| 7.     | Deputy Director             | -         | -         | 03        | 01        | 02        | 01        | 01        | 01        | -         | 01        | 10        |
| 8.     | Deputy Director (R&A)       | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
| 9.     | Deputy Director (OL)        | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
| 10.    | Under Secretary             | 12        | 02        | -         | -         | -         | -         | -         | -         | -         | -         | 14        |
| 11.    | Deputy Director (EDP)       | 02        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 02        |
| 12.    | Principal Private Secretary | 01        | -         | -         | -         | -         | -         | -         | -         | -         | -         | 01        |
|        | <b>Total</b>                | <b>24</b> | <b>03</b> | <b>04</b> | <b>02</b> | <b>03</b> | <b>02</b> | <b>02</b> | <b>01</b> | <b>01</b> | <b>01</b> | <b>43</b> |

**Group - B**

| S. N | Name of the Post                         | HQ | NR | CR | WR | ER | NER | SR | MPR | KKR | NWR | TOTAL |
|------|--|----|----|----|----|----|-----|----|-----|-----|-----|-------|
| 13   | Accounts Officer                         | -  | 01 | 01 | 01 | 01 | 01  | -  | -   | -   | -   | 05    |
| 14   | Section Officer/Asstt. Dir.              | 24 | 06 | 06 | 04 | 05 | 02  | 03 | 02  | 02  | 02  | 56    |
| 15   | Assistant Director (OL)                  | 01 | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 16   | Private Secretary (Steno Gr. A+B merged) | 05 | 01 | -  | -  | -  | -   | -  | -   | -   | -   | 06    |
| 17   | Programmer                               | 01 | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 18   | DPA Grade B                              | 04 | -  | -  | -  | -  | -   | -  | -   | -   | -   | 04    |
| 19   | Accountant                               | 01 | -  | 01 | 01 | 01 | 01  | 01 | 01  | 01  | 01  | 09    |
| 20   | Assistant Section Officer                | 40 | 10 | 09 | 08 | 07 | 03  | 07 | 03  | 05  | 03  | 95    |
| 21   | Stenographer                             | 05 | -  | -  | 01 | -  | 01  | 01 | 01  | 01  | 01  | 11    |
| 22   | Sr. Hindi Translator                     | 02 | -  | -  | -  | -  | -   | -  | -   | -   | -   | 02    |

## STAFF SELECTION COMMISSION

|    |                          |    |    |    |    |    |    |    |    |    |    |   |     |
|----|--------------------------|----|----|----|----|----|----|----|----|----|----|---|-----|
| 23 | Research Assistant Gr. I | 02 | -  | -  | -  | -  | -  | -  | -  | -  | -  | - | 02  |
| 24 | Canteen Manager          | 01 | -  | -  | -  | -  | -  | -  | -  | -  | -  | - | 01  |
|    | Total                    | 86 | 18 | 17 | 14 | 15 | 08 | 12 | 07 | 09 | 07 |   | 193 |

### Group - C

| S. No | Name of the Post          | HQ  | NR | CR | WR | ER | NER | SR | MPR | KKR | NWR | TOTAL |
|-------|---------------------------|-----|----|----|----|----|-----|----|-----|-----|-----|-------|
| 24.   | Research Assistant Gr. II | 03  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 03    |
| 25.   | DPA Grade 'A'             | 11  | 03 | -  | -  | -  | -   | -  | -   | -   | -   | 14    |
| 26.   | Jr. Hindi Translator      | 01  | 01 | 01 | 01 | 01 | 01  | 01 | -   | 01  | -   | 08    |
| 27.   | Librarian Grade II        | 01  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 28.   | DEO(Grade 'C' )           | 03  | 03 | -  | -  | 01 | -   | -  | -   | -   | -   | 07    |
| 29    | DEO(Grade 'B' )           | 07  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 07    |
| 30    | Caretaker                 | 01  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 31    | Sr. Secretariat Asstt.    | 08  | 01 | 01 | 01 | 01 | 01  | 01 | -   | 01  | 01  | 16    |
| 32    | Stenographer Grade 'D'    | 05  | 01 | 02 | 01 | 02 | 01  | 01 | 01  | 01  | 01  | 16    |
| 33    | DEO(Grade 'A' )           | 09  | 01 | 02 | 03 | 01 | 01  | 02 | 01  | -   | 01  | 21    |
| 34    | Junior Secretariat Asstt. | 01  | 01 | 01 | 01 | 01 | 01  | 01 | 01  | 01  | 01  | 10    |
| 35    | Staff Car Driver          | 02  | 01 | 01 | 01 | 01 | 01  | 01 | 01  | 01  | -   | 10    |
| 36    | MTS                       | 40  | 09 | 07 | 09 | 13 | 05  | 12 | 05  | 07  | 05  | 112   |
| 37    | Assistant Manager         | 01  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 38    | Coupon Clerk              | 02  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 02    |
| 39    | Halwai cum Cook           | 02  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 02    |
| 40    | Assistant Cook            | 01  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 01    |
| 41    | Canteen Attendant         | 08  | -  | -  | -  | -  | -   | -  | -   | -   | -   | 08    |
|       | Total                     | 106 | 21 | 15 | 17 | 21 | 11  | 19 | 09  | 12  | 09  | 240   |

### GROUP/CATEGORY-WISE SANCTIONED STRENGTH

| Group        | HQ         | Regional and Sub-Regional Officers | Total      |
|--------------|------------|------------------------------------|------------|
| Group 'A'    | 24         | 19                                 | 43         |
| Group 'B'    | 86         | 107                                | 193        |
| Group 'C'    | 106        | 134                                | 240        |
| <b>TOTAL</b> | <b>216</b> | <b>260</b>                         | <b>476</b> |

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