

## LIST OF CPIOs AND APPELLATE AUTHORITY IN SSC(HQ) & THEIR DOMAIN OF FUNCTIONS DEALT BY THEM

No	Domain of CPIOs	Jurisdiction of the CPIO(s)
1	Under Secretary & CPIO (C.1/1)  Telephone No.24364458	<ol style="list-style-type: none"> <li>1. CGL Exam, CHSL Open Exam(DEO &amp; LDC), Junior Engineer Exam, Transmission Executive, Junior Hindi Translators, FCI Exam, Steno C&amp;D Examination (2012 &amp;13),FCI Exam 2012, MTS Exam (2011 &amp; 12)</li> <li>2. OMR Sheet, Answer Key, Marks, Revised result, CPT/DEST paper &amp; typing test, non-evaluation of OMR Sheet of above examination.</li> </ol>
2.	Under Secretary & CPIO (C.1/2)  Telephone No.24368253	<ol style="list-style-type: none"> <li>1. CAPFs, SI in CPOs, GD (Constable), Steno C&amp;D open &amp; Deptt. Examination (2011, 14 &amp; 15), MTS Examination 2013(onwards), LDC Departmental Exam for Group D Staff, FCI Exam 2013, UDC Departmental Exam, Junior Hindi Translator 2011</li> <li>2. OMR Sheet, Marks, Result, Skill test copy- manuscript &amp; transcription and non-evaluation of OMR Sheet, Answer Key and Revised Result</li> </ol>
3	Under Secretary & CPIO (C.II)  Telephone No.24364797	<ol style="list-style-type: none"> <li>1. Conduct of Exam(dispatch of material), Attendance of candidates,</li> <li>2. Malpractice &amp; cheating matters, Photocopy of question papers,</li> <li>3. Use of jammer &amp; Video recording, total number of centres,</li> <li>4. Guidelines for city coordinators &amp; disposal of question papers post examination,</li> <li>5. Skill paper arrangement, font use in typing</li> </ol>
4	Under Secretary & CPIO (EDP)  Telephone No.24361170	<ol style="list-style-type: none"> <li>1. Delay in result,</li> <li>2. Cut off, revised result,</li> <li>3. Result processing of all examination undertaken by the Commission</li> </ol>
5	Under Secretary & CPIO (P&P.II)  Telephone No.24367001	<ol style="list-style-type: none"> <li>1. Policy matters pertaining to Junior Hindi Translator(JHT) exam, JE Exam, Departmental, LDC Deptt. Exam, UD Grade Exam, SI In Delhi Police, CAPFs &amp; ASI in CISF, Cabinet Secretariat, Steno C&amp;D Open &amp; Deptt Exam,</li> <li>2. OBC/Ex-serviceman/PWDs guidelines issues</li> <li>3. Receipt of vacancies from sponsoring Departments/Ministries, convey of direction of the Commission on returned dossier to concerned Regional offices</li> </ol>
6	Under Secretary & CPIO (P&P.I)  Telephone No.24365875	<ol style="list-style-type: none"> <li>1. Policy related issued pertaining to MTS Exam, CGL Exam, CHSL Exam, GD (Constable). Special R. Drive for PwDs MTS (non-technical) Exam 2015, SO (Audit)</li> <li>2. OBC/Ex-serviceman/PWDs guidelines issues</li> <li>3. Receipt of vacancies from sponsoring Departments/ Ministries, convey of direction of the Commission on returned dossier to concerned Regional offices</li> </ol>
7	Under Secretary & CPIO (QB) Telephone No.24367001	Question paper related queries, non-conformity of answer with the Question

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8	Under Secretary & CPIO (General) Tel. No.24364797	House- keeping and stationery, formation of Committee, Tender Evaluation Committee, EWS matters etc.
9	Under Secretary & CPIO (Accounts) & (R& I) Telephone No.24364458	Pay/Penalty recovery/bill payments/ Vendor's Bill payment  Dak receipt, diary and dispatch of communication of the Commission's HQ.
10	Under Secretary & CPIO (Estt.I & II) Telephone No.24366609	Establishment matters, Court matters, Record Retention Schedule of the Commission.
11	Deputy Director & CPIO (O.L..) Telephone No.24369671	Hindi Language and Guidelines
12	Under Secretary & CPIO (R&A) Telephone No.24364458	<ol style="list-style-type: none"> <li>1. Public Grievances related to Commission</li> <li>2. Convey of policy decision of the Commission,</li> <li>3. RD Meeting and Conference,</li> <li>4. Court matters(Nodal),</li> <li>5. Cut of category wise cut off of past 4 &amp; 5 years as per Annual Report records</li> <li>6. Annual Report/Handbook on Commission issues</li> </ol>
13	Under Secretary & CPIO (RTI) Telephone No.24360504	<ol style="list-style-type: none"> <li>1. Quarter report to CIC,</li> <li>2. Convey of direction to concerned CPIO(s) for compliance of CIC Order,</li> <li>3. receipt of RTI requests/Appeals through facilitation counter,</li> <li>4. Marking and forwarding of RTI requests/Appeals to CPIO(s)/FAA</li> </ol>
14	Under Secretary & CPIO (Vig.) Telephone No.24366609	Vigilance related queries, vigilance clearance, Establishment related court matters
15	Under Secretary & CPIO (RHQ) Telephone No.24362212	<ol style="list-style-type: none"> <li>1. Matters relating to recruitment to isolated selection posts.</li> <li>2. Interview Mark/constitution of interview Board schedules for open examination, including CGL Exam.</li> <li>3. Scrutiny of marks statement of interview of Open Exam and obtaining signature of Chairman on the marks.</li> <li>4. Verification of interview marks after data entry by EDP Branch.</li> <li>5. Name of Board Presidents/Advisors to be indicated in the Interview proceedings.</li> <li>6. Conduct of interview/holding of Screen Tests. For various category of recruitment, holding interview in different region for convenience of candidates.</li> <li>7. PET/Medical Test of Open Examination</li> </ol>
<b>Name of First Appellate Authority in SSC (HQ)</b>		
1.	Shri Manab Ray, Deputy Secretary & FAA, SSC(HQ) Staff Selection Commission (HQ), Block 12, CGO Complex, Lodi Road, New Delhi-110003.	Telephone No.24366609